University of Florida 2014-15 Promotion & Tenure Guidelines
Highlight Changes from 2013-14 Guidelines and Template

The following areas have been changed from the 2013-14 “Guidelines” and “Template”

Guidelines and Template

- Grammatical changes throughout
- All dates changed to reflect new cycle
- Updated to include references, where appropriate, to online (OPT) system
- Added Appendix A “Guidelines for Eligibility for Voting on Promotional Rank”

Guidelines

Note: Because of the switch to the OPT system, reading through the entire “Guidelines” document is recommended.

Section I:

- Adds Appendix A – “Guidelines for Eligibility for Voting on Promotional Rank”
- Part 1 notes that Assistant In series in CALS, HSC and Law can be promoted by dean and do not have to use OPT system.

Section II:

- Part 6 Deadlines on requesting probationary period extension noted.

Section III:

- Part 2 notes candidate must execute waiver statement in the OPT system
- Part 7 notes departmental OPT administrator will enter results of secret ballot in the OPT system
- Part 8 notes those administrators not eligible to vote in the departmental or unit process; adds information on nepotism and resulting conflict of interest for purposes of evaluation.

Section IV and Section V:

- Section IV.5 and V.3 notes that there is no longer a response period for results of departmental or college assessments
- Part IV.6 Clarification of conflict of interest for external letters of evaluation

Section V:

- Part 2 Clarifies that “Assistant In...” series in some colleges decided by the dean of the college
- Part 4 Wording changed to note explanation of 20% of votes now not required; however, chairs and deans may be asked to do so by the APB
Section Number:

10. The University process does not require a summary of all teaching evaluations. If your college does require a summary, it can be entered in this section. Peer assessments are to be included, if available.

15. If the candidate has entered patents and copyrights in this OPT self-service module, they will auto-populate in this section.

16. If the candidate has entered publications in this OPT self-service module, they will auto-populate in this section. Additional refinement to definition of “accepted” at (4)(a).

22. Additional explanation of how to fill out this section.

24. Information for College of Medicine on Clinical Portfolio.