

IFAS Supplement to the Provost Guidelines for 2008-2009

The following information is taken from the **GUIDELINES AND INFORMATION REGARDING THE TENURE, PERMANENT STATUS AND PROMOTION PROCESS FOR 2008-2009** issued by the Provost's office. Helpful hints have been added in italics by the IFAS Office of Human Resources.

VI. PREPARING THE PACKETS: GUIDELINES FOR FACULTY AND STAFF

The following guidelines relate to specific content for the various sections of the packet, and are to be used in preparing the original and ten identical packets of materials prior to forwarding all copies to Janet Malphurs, Assistant Director, Academic Personnel. All packets must have the materials in the same order as listed below and must be numbered and titled as listed. Items should be listed in reverse chronological order. If a category does not apply, please put "N/A" by that heading. *If there are no entries for the category, put "None" by that heading.*

The main body of the packet should contain only those things specifically required by the guidelines. Additional materials you regard as important should be placed at the end of the packet under #33 (Further Information). Each page of the packet should be numbered, including the letters of evaluation. All copies of the packet must be duplexed (two-sided). Do not use filler/divider pages

Your unit will advise you regarding the number of copies to submit.

Limit use of shading, underlining, bolding, bullets, etc. (Except that it is helpful to bold the section titles.)

The nominee's name should be included on all pages.

Put the nominee's name and page number in the upper right-hand corner of each page.

Don't number the pages "X of Y".

Use consistent font size and type throughout the packet.

Explain use of asterisks.

Spell out acronyms that are not commonly known.

Consider use of summaries and/or tables where appropriate.

Carefully check spelling and grammar.

Copies are to be two-sided, but do not copy to the back of the cover sheet or the page ending with the "Honors" section.

Unless otherwise specifically noted, material should be for the life of the academic career.

1. NOMINEE INFORMATION (See Attachment #1)

- A. **General Current Information** - The current rank or type of nomination listed may not include administrative titles since tenure, permanent status, and promotion are only granted in academic ranks. The Proposed Rank should be completed only for those nominees being considered for promotion. If the tenure nomination is subject to the conditions of an agreement between the university and another institution, such as the VA Hospital, please indicate this on the nominee information form under "Type of Nomination."

The most current version must be used.

Use your full name, including first name; no nicknames.

Department is tenure department. Center is research and education center, if applicable.

If extension, indicate Florida Cooperative Extension Service and include your county.

Give UF mailing address.

Use official title for the current rank.

For graduate faculty, put "Yes" or "No"

If a promotion candidate, must give proposed rank.

Type of nomination must be consistent with the vote section.

- B. **Waiver/Non-waiver Statement** – The candidate may complete the statement on the Nominee Information Form, or it may be typed and completed on a separate sheet of paper. Candidates may review letters of evaluation unless s/he executes a written waiver of her/his right to view them.

Must be signed and dated prior to sending out letters requesting evaluation.

- C. **Review Statement** - This statement must be signed and dated prior to unit review and vote.

Must be signed and dated prior to unit review and vote.

- D. **Tenure, Permanent Status and/or Promotion Votes** – See section V.1 and V.2 above. The nominee is to be notified of the results of the vote. The 10 chair's/director's letter must explain the vote whenever 20% or more are recorded as negative, abstaining, or absent.

Put "0" where appropriate.

- E. **College Tenure and Promotion Committee Individual Assessments.** The nominee is to be notified of the results of the assessments. The dean's letter must explain the individual assessments whenever 20% or more are recorded as negative.

- F. **Signatures and Endorsement Statement** - The original packet must have all original signatures. The endorsement or lack of endorsement by a unit chair/director and dean/director, where applicable, is indicated by checking the appropriate statement.

The original packet must have all original signatures.

Sign in blue ink if possible. This will allow reviewers to identify clearly the original.

2. **BRIEF DESCRIPTION OF JOB DUTIES** - This should be a brief description of the assigned duties and responsibilities of the nominee.

3. **AREAS OF SPECIALIZATION** - Self-explanatory.

4. ASSIGNED ACTIVITY SINCE LAST PROMOTION (NOT TO EXCEED TEN YEARS), OR SINCE UF EMPLOYMENT, whichever is more recent - Please list the assigned activity while employed at the University of Florida beginning with the 2007-2008 academic year and working backwards. It is expected that these numbers will reflect actual effort. For purposes of tenure and promotion, an academic year is from August to August. List only those years during which the candidate was under contract with the university. For individuals providing paid patient care, please indicate estimated percentage of time providing paid patient care each year.

The chair's/director's letter should provide an explanation of any significant changes in assignment.

Percent of effort should be listed in Teaching, Research, Service, and Extension (IFAS only) and should be summarized by academic year as below. Please indicate if the nominee was on sabbatical or leave of absence during an academic year.

EXAMPLE						
Assigned Activities						
	2007-08	2006-07	2005-06	2004-05	2003-04	2002-2003
Teaching	50%	0%	50%	75%	50%	75%
Research	30%	0%	20%	10%	25%	20%
Service	20%	0%	20%	5%	15%	5%
Extension	0%	0%	10%	10%	10%	0%
TOTAL	100%	*0%	100%	100%	100%	100%

*Leave of Absence

*Include all four categories in the order given in the guidelines.
Include the total line.*

Administrative duties are to be listed under Service. Advisement duties should be listed under Teaching. **Do not create additional categories.** The combined total should be 100% unless actual employment was less than 1.0 FTE. FTE should be listed as whole percentages and rounded up for decimals .5 or higher.

If the nominee for tenure/permanent status was hired during this academic year, the assigned activity listed should be for the current year at the University of Florida.

5. EDUCATIONAL BACKGROUND - List all degrees awarded, beginning with the highest degree. All entries must include the university/college attended, field of study, degree, and date awarded. See example below.

EXAMPLE			
Educational Background			
University of Minnesota	Mathematics	PhD	2000

University of Minnesota	Mathematics	MS	1998
Cornell University	Mathematics	BS	1996

6. **EMPLOYMENT** - Employment should be listed in reverse chronological order with the University of Florida employment appearing first. Please show employer, ranks and administrative positions held at each place of employment, effective dates of each title and whether or not the position was tenured or tenure-accruing if employment was with an institution of higher education. See example below.

**EXAMPLE
Employment Listing**

University of Florida	Assistant Professor (tenure-accruing)	2002 – present
MIT	Instructor (non-tenure accruing)	2000 – 2002

7. **YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA** - If applicable.

Give year tenure/PS was awarded, not the year the packet was submitted.

8. **TENURE CRITERIA** – Include a copy of the university tenure criteria, and college and department’s applicable discipline-specific clarifications of those criteria.

9. **TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS** - May be used to describe teaching accomplishments and duties such as advising, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, CDROM’s, educational software and multimedia materials.

In some units, faculty are expected to develop portfolios in which they can demonstrate the goals they have for teaching, as well as describing special teaching projects. Candidates from these units may also use this section to provide a one-page statement on their own goals in teaching, indicating what they have done to improve, listing innovative teaching methods, summarizing special teaching projects, and describing other instructional activities.

Undergraduate instructional activities may also include supervision of honors thesis and research projects.

Syllabi, course examinations, and other materials used in classroom instruction should be made available at all levels for review as needed or requested. Do not include them in this section.

Refer to IFAS Guidelines for Preparing the Teaching Section of the UF/IFAS Tenure and Promotion Package.

9. TEACHING EVALUATIONS - A statistical summary of all University of Florida teaching evaluations, if available, since the nominee's last promotion (not to exceed ten years) or from UF employment for tenure nominees, whichever is more recent, should be typed into the packet along with the rest of the text. (Computer printouts should not be included or photocopied into the packet.) If teaching evaluations completed during the last five years from other institutions are available, they may be included. The summary should include official departmental/center and college means in addition to the faculty member's means, a statement regarding the evaluation scale used, i.e., high, low, median, an indication of the areas being evaluated, if appropriate, an indication of the number of responses and the number enrolled in the course, and a notation as to whether or not the course was required. If there are no comparison means, please indicate so by listing "No department/college means" on the statistics given. Statistics for the evaluations must list the scores for the core questions. The scores for optional questions should be listed according to department/center or college guidelines.

If this is the candidate's first year of employment and s/he is assigned teaching, then s/he is to be evaluated during the fall term and the statistics are to be forwarded to the Academic Personnel Office, when available, to be attached to the packet.

EXAMPLE
Teaching Contributions

CES 4605
Spring 2007
Required Course – Yes
Responses – 37 (if applicable, if not, need to indicate "not available")
Enrollment -- 40
Scale used: High = 5, Low = 1

	Instructor Mean	Dept Mean	College Mean
1. Description of course objectives/assignments	3.8	4.1	4.3
2. Communication of ideals and information	3.6	4.3	4.1
3. Expression of expectation for performance	3.5	4.0	4.2
4. Availability to assist students	3.3	3.9	4.1
5. Respect and concern for students	3.6	4.2	4.4
6. Stimulation of interest in course	3.9	4.2	4.3
7. Facilitation of learning	3.7	4.0	4.1
8. Enthusiasm for subject	4.2	4.1	4.3
9. Encouragement of independent thinking	4.2	4.1	4.3
1 – 9 Instruction Evaluation	4.3	4.0	4.1
10 Instructor Overall	4.2	4.1	4.3
11 – 27 Additional Questions (the subject of evaluation will vary by department/colleges)			

Peer evaluation or the results thereof, should be included in the packet after the student evaluations. (See Attachment #2, Teaching Evaluations.)

11. GRADUATE FACULTY STATUS - Please indicate whether the nominee is a member of the graduate faculty.

12. GRADUATE COMMITTEE ACTIVITIES - Since last promotion (not to exceed ten years) or from UF employment for tenure nominees, whichever is more recent. Enclosed at the back is an example of a format that **must** be used in reporting graduate committee activities. (See Attachment #3, Graduate Committee Activities.) List items in reverse chronological order. If a nominee wishes to do so, s/he may list students from other institutions that s/he worked with during the same time period. Please indicate expected completion dates if students have not already completed their degrees. In cases of co-chairs, please indicate the candidate's percentage of responsibility.

13. RESEARCH NARRATIVE (ALL FACULTY) - In no more than 750 words explain your research program. Describe briefly the overall area within which your research falls and then explain how your publications, creative work, research projects, grants, fellowships, extension works, etc. reflect your research program and your achievements. There is no need to cite again specific works or grants. Simply reference works published, exhibited during certain time periods, or supported by various sources. Please address the quality of the journals in which you publish and the impact of your research.

It is important to highlight key research accomplishments and the impact the research has made in advancing science or solving "real world" problems.

14. CREATIVE WORKS OR ACTIVITIES should be listed in reverse chronological order. This area should be used to list exhibitions, concerts, performances, commissioned works, audio/visual materials developed, software written, cultivars developed, or other similar creative works in reverse chronological order. Listings are to include date(s). Published critical reviews of these creative works should be included in this section.

Create a subheading for PowerPoint presentations. Do not list individually, but summarize for each year.

Create a subheading for publications developed in support of web based communication and teaching.

15. PATENTS AND COPYRIGHTS should be listed in reverse chronological order. Please include date(s) with each item and give an indication of the significance of its (their) contribution to the profession.

16. PUBLICATIONS should be listed in reverse chronological order, beginning with the most recent publication and going backwards. The format of the citation is the nominee's choice, but should contain the information requested below. Please include the names of all authors. The name(s) of the senior/principal author(s) is/are to be underlined.

- a. Books, Sole Author (Title, Publisher, Place of Publication, Date, Inclusive Pages)
- b. Books, Co-authored (Co-author(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- c. Books, Edited (Editor, Co-editor(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- d. Books, Contributor of Chapter(s) (Author, Co-author(s), Title of Book and Chapter, Publisher, Place of Publication, Date, Inclusive Pages)
- e. Monographs (Author, Co-author(s), Title, Series of Volume, is applicable, Publisher, Place of Publication, Date, Inclusive Pages)
- f. Refereed Publications (Author, Co-author(s), Title, Name of Journal, Publication, etc., Volume, Date, Inclusive Pages)
- g. Non-refereed Publications (Author, Co-author(s), Title, Name of Journal, Bulletin, Circular, etc., Volume, Date, Inclusive Pages)
- h. Bibliographies/Catalogs (Author, Co-author(s), Title, Publisher, if applicable, Place of Publication, Date, Inclusive Pages)
- i. Abstracts (Author, Co-author(s), Title, Name of Journal, Publications, etc., Volume, Date, Inclusive Pages)
- j. Reviews (Author, Co-author(s), Title and Author of Work Reviewed, Where Review was Published, Date, Inclusive Pages)
- k. Miscellaneous (Author, Co-author(s), Title, Source of Publication, Date, Inclusive Pages)

Include all sub-category headings. If there are no entries for the category, put “none”. Do not create additional sub-categories.

It is helpful to give totals by the sub-categories.

Define “senior author” if there could be any questions about the usage.

Note any name changes.

Put EDIS publications as a separate section under g. Non-refereed Publications. Indicate that they are peer-reviewed and give the url.

The following information should be considered when compiling the publication listing:

1) **Refereed-Journals:** A paper is considered to be refereed if it appears in a journal (or proceedings) whose papers are published only after review and acceptance by one or more independent professional expert(s) of national or international standing.

(2) **Refereed Proceedings:** Should be listed as a separate category under Refereed Publications and the nominee should provide a brief explanation of the review process for the proceedings. This may be listed as a footnote to the publication list.

(3) **Non-refereed Publications:** Materials listed under non-refereed publications should include not only those journal articles which have not been refereed, but also extension publications delivered in print or via electronic format, and electronic bulletins.

(4) When listing publications, please do not use the term “forthcoming.” Use one of the following:

(a) **Accepted or in press:** A publication is defined as accepted or in press if it has been accepted for publication and will appear in print in the future. If a publication listed is “accepted” or “in press,” a copy of the letter of acceptance must be attached to the back of the packet.

Please write the name of the article on the acceptance, if it is not already stated, and indicate the approximate length of the publication in the citation. These letters should appear in the same order as the articles appear in the publication listing.

(b) **Submitted:** Submitted refers to a manuscript that has been submitted to a publisher for publication review. Those publications which have been accepted or which are in press may be a part of the requested publication list. Submitted publications are to be at the rear of the packet under “Further Information”. If the publication is still in the writing stage, please do not include it in the packet. Books that are under contract but have not yet been completed are to be listed under “Further Information”.

For Tenure/Permanent Status Progress Assessment (3 year) packets, include publications not yet submitted in the “Further Information” section.

(5) Graduate students, post-docs, residents, fellows, and interns listed as authors should be identified. The preferred way is by means of asterisk with a footnote explaining what the asterisk identifies.

(6) Be sure that pagination is listed correctly. If an article is longer than one page, give first and last page numbers.

(7) Media releases are considered “Miscellaneous” publications.

(8) “Reviews” are to be used for reviews written by the nominee. Reviews of a nominee’s works, if included, should be listed under “Further Information”.

(9) Publication citations including words in a foreign language should have the English translation listed in parentheses.

(10) All publications must appear in one of the categories provided.

(11) Theses and dissertations are not to be included in the publication listing.

17. LECTURES, SPEECHES, OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/MEETINGS since last promotion (not to exceed ten years) or from UF employment for tenure nominees, whichever is more recent. This listing is to be in reverse chronological order and is to be categorized by type of meeting/conference, i.e., international, national, regional, state, local, etc. The entries must also specify if the lecture or speech was invited. The list should include separate categories for invited seminars, refereed papers presented at such meetings, and participation as an invited panelist, organizer, or moderator.

18. CONTRACTS AND GRANTS SINCE THE LAST PROMOTION (NOT TO EXCEED TEN YEARS) OR FROM UF EMPLOYMENT FOR TENURE NOMINEES, whichever is more recent. Entries should be made in reverse chronological order.

a. Funded Externally - Each entry should include the effective dates of the contract/grant, the value, the name of the external funding agency, and the role of the nominee, i.e., P.I., co-P.I. or Investigator. If applicable, this should include funding received while employed by another institution. Please be explicit regarding funding, and, in particular, indicate whenever possible your share of the total grant funding.

Consider using a table for the funded entries.

Following the list of individual grants, a summary of external grant funding should be included as illustrated in the following example.

Summary of External Grant Funding Received, Year – present
Summary of Grant Funding

ROLE	TOTAL	Direct Costs____	Indirect Costs
Principal Investigator	\$ 5,286,867	\$ 4,249,854	\$ 1,037,013
Co-Principal Investigator	\$ 2,783,493	\$ 2,011,711	\$ 771,782
Investigator	\$ 1,806,250	\$ 1,250,000	\$ 556,250
Sponsor of Junior Faculty	\$ 306,645	\$ 306,645	\$ --
TOTALS	\$ 10,183,255	\$ 7,818,210	\$ 2,365,045

b. Funded Internally. Each entry should include the effective dates of the contract/grant funded by UF, the value, and the role of the nominee, i.e. P.I., co-P.I. or Investigator.

Following the list of individual grants, a summary of internal grant funding should be included as illustrated in the following example.

Summary of Internal Grant Funding Received, Year – present
Summary of Grant Funding

ROLE	TOTAL
Principal Investigator	\$ 5,286,867
Co-Principal Investigator	\$ 2,783,493
Investigator	\$ 1,806,250
Sponsor of Junior Faculty	\$ 306,645
TOTALS	\$ 10,183,255

c. Submitted, Pending Decision. Entries should indicate the date of the submission, as well as other relevant information as in a. above.

d. Submitted But Not Funded. Each entry should include the date of submission, amount of proposal, name of agency, proposed role of nominee. Indicate resubmissions.

e. In-kind contributions.

f. Monetary (SHARE) contributions.

19. UNIVERSITY GOVERNANCE AND SERVICE - This area should include information regarding the nominee's service to the university including membership on university, college, and department/center committees and is to be listed in reverse chronological order.

20. CONSULTATIONS OUTSIDE THE UNIVERSITY – Use this area for consultations that are not part of the nominee's assigned duties and responsibilities. There should be an indication of the work performed, the organization/employer, and the date(s). These should be listed in reverse chronological order.

21. EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON AN EDITORIAL ADVISORY BOARD OR REVIEWER FOR A SCHOLARLY JOURNAL - Please indicate whether the nominee was an editor, served on an editorial advisory board, or was a reviewer, the name of the journal or publication, the date(s) of service and the amount of reviewing/editing done.

22. INTERNATIONAL ACTIVITIES - Please describe teaching, research, and service activities and their significance for the nominee's scholarly career.

23. EXTENSION PROGRAM (for IFAS only) - Delineate the major programs carried out during the time period covered by the application. For each program delineated, specify the problems, issues or concerns addressed, the audience(s) targeted, the major objectives of the program (stated in terms of clientele change), the teaching/learning activities carried out, and evidence of program impact or progress to date in meeting the stated objectives.

Refer to separate guideline provided by IFAS regarding preparing the extension program section.

24. CLINICAL SERVICE OR CLINICAL ACTIVITIES - The evaluation of clinical service should include a commentary by the department chair or division chief on assignment and performance. Documentation can include other information such as geographic extent of referral base, fiscal impact, unique clinical service, RVUs, etc.

IFAS faculty do not have clinical service as defined by this section. Put "N/A".

25. **SERVICE TO SCHOOLS** – In 1984, the Legislature determined that service to the public schools (K-12) would be considered for tenure and/or promotion purposes. Such service should be listed in this area.

Do not include 4-H Programming.

Only for K-12 schools; do not include junior colleges or community colleges.

26. **MEMBERSHIP AND ACTIVITIES IN THE PROFESSION** - This area is to be used to communicate contributions to the nominee's profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships and offices held. Examples of independent professional contributions would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings are to indicate dates of service.

27. **HONORS** - Please list those honors, awards, and prizes received as part of the nominee's professional career.

Include date(s).

Describe the organization issuing the award.

Indicate the significant of the award.

28. **CHAIR'S/DIRECTOR'S (OR APPROPRIATE ADMINISTRATOR'S) LETTER**

29. **DEAN'S LETTER** – Within five days, the dean must forward this letter to the candidate and the department chair/director.

30. **BIOSKETCHES OF INDIVIDUALS WRITING SOLICITED LETTERS OF EVALUATION** – A brief, objective narrative summary indicating the credentials/qualifications of each individual providing a letter of evaluation. The summaries should be in the same order as the letters of evaluation. Indicate which outside evaluators came from the candidate's list and which from the chair's list.

31. **LETTERS OF EVALUATION** – (See Attachment #4, Letters of Evaluation.) *Also referred to as external/internal letters of review.*

32. **COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION** – Attach the last five annual letters of evaluation with the most current appearing first. *Also referred to as annual performance appraisals.*

If a faculty member is a “new hire” this academic year, there will be no annual evaluation letters included. Those nominees being considered for tenure and/or promotion prior to their sixth year of employment will not have five evaluations. In this case, supply the evaluations that have been given.

33. **THE FURTHER INFORMATION SECTION** - Include such things as letters of acceptance from publishers, list of submitted publications, information on forthcoming books, unsolicited letters

of recommendation (please indicate that these are unsolicited), committee reports, as well as any additional information the nominee wishes to submit. Information should be restricted to professional accomplishments and should not include such items as “thank you” letters or acknowledgment letters.

Vitas/resumes, publication reprints and reprint requests are not to be included in the packets (but may be requested by the reviewing bodies at any level of the process.)

Lecturers whose primary assignment is in teaching and service should include in this section samples of materials that document the instructional accomplishments described in section 8. Examples may include sample exams, excerpts from syllabi, and any evidence of teaching effectiveness. Sample materials should be carefully selected for inclusion: quality of the materials is much more important than quantity.

Indicate status of master's degree if applicable.