

## IFAS Supplement to the UF Guidelines for 2015-2016

*The following information is taken from the PROMOTION, TENURE, & PERMANENT STATUS TEMPLATE 2015-16 version dated December 17, 2014*

This template must be used by all candidates for promotion, tenure or permanent status.

Please fill in the template with appropriate information related to promotion, tenure, and/or permanent status nominations. Note that some sections will auto-populate with available data from several University sources; you must verify accuracy as indicated. Once all sections are filled in, you may delete the explanatory information in the template, including this page, prior to saving as a PDF file to uploading into the OPT system.

The template includes guidelines on specific content for those portions of the packet that are not auto-populated. All items in the packet must have the materials in the same order and titled as shown. **Items should be listed in reverse chronological order.** If a category does not apply, please put “N/A” by that heading; if you have nothing to report, use “None.” Information should cover your professional career, unless otherwise noted.

The final version of your packet should contain only those things specifically required in this template or noted in the “Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process” available online at <http://www.aa.ufl.edu/tenure>.

Once completed, the template must be uploaded into the Online Promotion and Tenure (OPT) system as a PDF file. Once uploaded, any changes that need to be made on the template will require that it be saved again as a PDF and uploaded again. You may repeat the upload process as many times as necessary, until the packet has been certified. Your departmental or unit OPT administrator will work with you on certification. (A list of all departmental OPT administrators can be found at <https://connect.ufl.edu/aa/Provost/PT/Lists/PTAdmins/AllItems.aspx>)

After the packet is certified, you may not make changes to the information in your packet, but any changes or additions must be uploaded into Section 33 (Further Information) as PDF files. You may upload additional documents beyond those required by the template and “Guidelines” as PDF files into Section 33. Note that such documents should be limited in number and scope. For information on how to create and manage PDF files, you may contact the UF Help Desk at 352-392-4357.

Supporting materials (copies of articles, books, CD, etc.) should be made available through your departmental or unit office. Do not upload these materials into the template or the OPT system.

NOTE: You are responsible for the completeness and accuracy all materials in the online packet, including any auto-populated sections. Please be sure to check the accuracy of the information in your packet.

### **General guidance for packet development:**

- *Do not use filler/divider pages.*

- *Limit use of shading, underlining, bolding, bullets, etc. (except that it is helpful to bold the section titles).*
- *Use consistent font size and type throughout the packet.*
- *Explain use of asterisks.*
- *Spell out acronyms that are not commonly known.*
- *Use of summaries and/or tables where appropriate is recommended.*
- *Carefully check spelling and grammar.*
- *Remove all explanatory text and “track changes” notations.*
- *Adhere to word limits where noted; concise narratives that describe program impacts are strongly encouraged.*

## 1. NOMINEE INFORMATION COVER SHEET

This section will auto-populate in the OPT system on a separate Cover Sheet; it is the candidate’s responsibility to check the information that appears on the Cover Sheet for accuracy. If you find a discrepancy, contact your Departmental OPT Administrator, or the Academic Personnel Office ([opt@admin.ufl.edu](mailto:opt@admin.ufl.edu)).

## 2. BRIEF DESCRIPTION OF JOB DUTIES

Briefly describe your assigned duties and responsibilities.

*Describe any unique aspects of the position.*

*Describe any changes in assignment during the period of evaluation.*

## 3. AREAS OF SPECIALIZATION

Briefly describe your area(s) of specialization.

## 4. ASSIGNMENT SINCE LAST PROMOTION (NOT TO EXCEED TEN YEARS), OR SINCE UF EMPLOYMENT, whichever is more recent

List your assignment **while employed at UF** beginning with the previous academic year (August to August) and working backwards. **Do not include the current year’s assignment.** List only those years during which you were under contract with UF. If you provided paid patient care, please indicate an estimated percentage of time each year.

Percent of assignment should be listed in Teaching, Research, Service, Extension (IFAS only) or Patient Care/Clinical (HSC only) and should be summarized by academic year as below. Indicate if you were on sabbatical or leave of absence during an academic year. List any administrative duties under Service and advisement under Teaching. Do not change the five category labels, and indicate 0% if one or more is not relevant to you. Round all percentages (10%, 20%, etc.). The annual total should always equal 100%, including any indication of research leave, except in cases of reduced FTE or non-research leave. In those cases, the annual total may be less than 100%.

If you are being considered for tenure or permanent status and were hired during this current academic year, show assigned activity for the current year at UF.

Year	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
Teaching						
Research						
Service						
Extension						
Clinical						
<b>Total</b>						

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

- "Assignment" here should reflect actual effort across the mission areas.
- Complete the table above using actual effort as depicted in your Faculty Assignment Reports and averaged over the academic year.
- Note that these percentages may be slightly different than your budgeted FTE appointment.

## 5. EDUCATIONAL BACKGROUND

This section will auto-populate from your record in the Academic Personnel Office database; it is the candidate's responsibility to check for accuracy. If you find a discrepancy, contact Academic Personnel at [opt@admin.ufl.edu](mailto:opt@admin.ufl.edu). If any corrections are made in the Academic Personnel Office database, you will need to save and reload the template again as a PDF file.

Institution	Field of Study	Degree	Year

## 6. EMPLOYMENT

List your employment history, with UF employment appearing first. Please show employer, ranks and administrative positions you held at each place of employment, effective dates of each title and whether or not the position was tenured, tenure-accruing, or non-tenure-accruing if employment was with an institution of higher education.

Institution	Position	Dates

## 7. YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA

This section will auto-populate from your record in the Academic Personnel Office database; it is

**the candidate's responsibility to check for accuracy.** If you find a discrepancy, contact Academic Personnel at [opt@admin.ufl.edu](mailto:opt@admin.ufl.edu). If any corrections are made in the Academic Personnel Office database, you will need to save and reload the template again as a PDF file.

## 8. TENURE AND PROMOTION CRITERIA

**To be entered by department administrator. It is the candidate's responsibility to provide appropriate notice and to check for accuracy of the criteria in her or his case.**

**Candidates note:** If your department's tenure, permanent status, or promotion criteria have changed during your probationary period or since your last promotion, you may need to provide notice to your chair as to which criteria should be used for your review. The notice period varies across the University, so check with your chair for requirements.

## 9. TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS

In no more than 750 words, describe your teaching, advising, professional responsibilities (Librarians), and/or instructional accomplishments, including, as appropriate, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, CD ROMs, educational software and multimedia materials.

Undergraduate instructional activities may 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 the packet (except for those cases covered in Section 11).

*Refer to separate guidelines provided by IFAS/CALS for preparing this section at <http://hr.ifas.ufl.edu/tenure.shtml>.*

*All tenure-track faculty members are expected to contribute to the teaching mission of IFAS regardless of budgeted appointment.*

## 10. TEACHING EVALUATIONS

**A. All of your UF teaching evaluations for the past 10 years will auto-populate in this section. In the box provided for each course, you must indicate whether or not the course was team-taught (and the percentage for which you were responsible) and whether the course was required.** (Required courses are General Education courses, or those required for a particular major.) If you have any questions as to the accuracy or completeness of the data, send a query to [evaluations@ufl.edu](mailto:evaluations@ufl.edu). Any inaccuracies must be corrected in the database in order for them to be permanent. If any corrections are made in the Evaluation database, you will need to save and reload the template again as a PDF file. 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.

In cases where the number of responses is greater than the number enrolled, provide a footnote explanation.

If teaching evaluations completed during the last five years from other institutions are available, you may include them in Section 33.

If this is your first year of employment and you have a teaching assignment, then you will be evaluated during the fall term. You may upload those statistics into Section 33 when they are available.

*IFAS/CALS guidelines require a summary table of student evaluations.*

B. Peer assessments should be included here, if available.

*IFAS/CALS guidelines require peer assessment for faculty members engaged in teaching formal courses.*

### 11. EDUCATIONAL PORTFOLIO (if applicable)

This section is for those units where faculty are expected to develop portfolios in which they document excellence in educational scholarship, leadership and service. If you are in one of these units, include a summary of the recommended portfolio, if available. The full portfolio should be available off-line and may be requested for review.

Faculty such as Lecturers whose primary assignment is in teaching and service should include in this section **illustrative examples** of materials that document the instructional accomplishments described in Section 9. Examples may include sample exams, excerpts from syllabi, and any evidence of teaching effectiveness. Select sample materials carefully: the quality of the materials is more important than their quantity.

*Use this section as directed by the IFAS/CALS guidelines.*

### 12. GRADUATE COMMITTEE ACTIVITIES

**This section will auto-populate from Graduate Information Management System (GIMS) information; it is the candidate’s responsibility to check for accuracy.** If you find a discrepancy, contact the Graduate School at [graddata@ufl.edu](mailto:graddata@ufl.edu). If any corrections are made in the GIMS database, you will need to reload the template as a PDF file. You may also indicate with an asterisk on your role that a Master’s committee was a non-thesis option.

Candidate’s Role	Student	Major	Complete Date

### 13. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE

In no more than 750 words explain your research/creative contribution to your discipline. Describe briefly the overall area within which your research/creative program falls and how your publications, creative work, research projects, grants, fellowships, extension works, etc., reflect your research/creative program and your achievements. There is no need to cite specific works or grants listed elsewhere in the packet. Simply reference works published, exhibited, or supported by various sources. Please address the quality of the journals in which you publish and the impact of your

research/creative program.

- *It is important to highlight key disciplinary and interdisciplinary research accomplishments.*
- *Include the impact the research has made in advancing science or solving “real world” problems and how research programs are integrated across the land-grant mission areas.*
- *All tenure-track faculty members are expected to contribute to the research mission of IFAS regardless of budgeted appointment.*

#### **14. CREATIVE WORKS OR ACTIVITIES**

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, including dates. Include published critical reviews of these creative works in this section. Create a subheading for PowerPoint presentations, if applicable. Refer to instructional and informational presentations that may be delivered numerous times as “Instructional Multimedia Presentations” rather than “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, such as Webinars, if applicable.

#### **15. PATENTS AND COPYRIGHTS**

Include date(s) with each item and give an indication of the significance of its (their) contribution to the profession/discipline. **NOTE: If you have entered your patents and copyrights in this OPT self-service module, they will auto-populate in this section.**

#### **16. PUBLICATIONS**

The citation format is your choice, but entries should contain the information requested. Please include the names of all authors. Include all subcategories and if there are no entries, put “None.” Put EDIS publications in a separate section under “g. Non-refereed Publications.” Indicate that they are peer-reviewed and provide the URL. **NOTE: If you have entered your publications in this OPT self-service module, they will auto-populate in this section.**

Please use the following “key” to indicate author relationships:

Senior/principal author(s) = Underline.

Self = bold

Fellow = f

Graduate Student = g

Other = &

Post-Doctoral Associate/Fellow = p

Resident = r

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

- (1) **Refereed Journals:** A paper is considered “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 entered 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:** A publication is defined as accepted if it has been finally accepted for publication by an editorial board or similar entity empowered to authorize publication, and will appear in print in the future.
  - (b) **In press:** A publication is defined as in press if it has been accepted for publication and has been copy-edited, or otherwise made ready for publication at a date certain.

If a publication is listed as “accepted” or “in press” in Section 16, a copy of the letter of acceptance must be included as a PDF in Section 33. Please include 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.

- (c) **Submitted:** Submitted refers to a manuscript that has been submitted to a publisher for publication review. Submitted publications are to be listed in Section 33 rather than Section 16. 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 or accepted for publication are to be listed in Section 33.
- (5) Graduate students, post-docs, residents, fellows and interns listed as authors should be identified using the key.
- (6) Be sure that pagination is listed. 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 you wrote. . Reviews of your work, if included, should be listed in Section 14 or Section 33.
- (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) Do not include theses and dissertations in the publication listing.
- (12) Online publications require a letter from the publisher (upload as PDF into Section 33) unless the publication can be accessed via a URL.

Categories:

- 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, if applicable, Publisher, Place

- of Publication, Date, Inclusive Pages)
- f. Refereed Publications (Author, Co-author(s), Title, Name of Journal or Publication, Volume, Date, Inclusive Pages)
- g. Non-refereed Publications (Author, Co-author(s), Title, Name of Journal, Bulletin, Circular, or other Publication, Volume, Date, Inclusive Pages)
- h. Bibliographies/Catalogs (Author, Co-author(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- i. Abstracts (Author, Co-author(s), Title, Name of Journal or Publication, 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)

- *Citation format should be consistent throughout this section.*
- *Number each set of publications.*
- *It is helpful to give a summary total for each sub-category.*
- *Define “senior author” if there could be any questions about the usage.*
- *Note any name changes.*

## 17. LECTURES, SPEECHES, POSTERS PRESENTED AT PROFESSIONAL CONFERENCES

Include since your last promotion (not to exceed ten years) or from UF employment for tenure candidates, whichever is more recent. The entries must specify if the presentation was invited. In determining which sub-category to use, consider the target audience, location of the presentation, type of conference, etc. Lectures, speeches, or posters presented by postdoctoral associates, graduate students, or others under your supervision should be summarized or discussed in Section 9. **Put “None” in every category and subcategory for which there are no entries. NOTE: If you have entered your lectures, speeches or posters in this OPT self-service module, they will auto-populate in this section and display only active categories.**

- a. International
- b. National
- c. Regional
- d. State
- e. Local

- *A symposium, conference, or scientific meeting may be considered as “international” if there were a significant number of international participants either because it was declared an international event from the start by the organizers or attracted a significant number of international participants due to its scope or importance.*
- *Invited seminars given at UF or other institutions may be briefly summarized in the teaching, research, extension or international section as appropriate, but should not be listed in this section.*

**18. CONTRACTS AND GRANTS SINCE THE LAST PROMOTION (NOT TO EXCEED TEN YEARS) OR FROM UF EMPLOYMENT FOR TENURE NOMINEES, whichever is more recent.**

Include all subcategories (a)-(d). If there is no data for the category, put “None”.

Information on funding amounts for both external and internal grants should include **both the percentage of your share, and the total amount of the grants**. The only roles to be included in the information are Principal Investigator, Co-Principal Investigator, Senior Personnel, Investigator, or Sponsor of Junior Faculty. Expand the charts as needed.

**a. Funded Externally –**

1. Provide a listing of each externally funded grant, including the title and effective dates of the contract/grant, the amount of the award, the percentage assigned to you, the name of the external funding agency, and your role, i.e., P.I., co-P.I. (including percentage responsibility), Senior Personnel, Investigator or Sponsor. **No other roles should be included in this list.** If applicable, the list should include funding received while employed by another institution.

**List of External Funding <Year> to <Year>**

<b>Role</b>	<b>Agency</b>	<b>Grant Title &amp; Dates</b>	<b>Total Award</b>	<b>Candidate Allocation (Amount)</b>

2. Provide an overall Summary, by Role, of the information from the list in a.1. above:

**Summary of External Grant Funding, <Year> - <Year>**

<b>ROLE</b>	<b>TOTAL</b>	<b>Direct Costs</b>	<b>Indirect Costs</b>
Principal Investigator			
Co-Principal Investigator			
Investigator			
Senior Personnel			
Sponsor of Junior Faculty			
<b>Totals</b>			

3. A short narrative explanation of external grant funding may be included.

**b. Funded Internally –**

1. Provide a listing of each UF- funded grant, including the title and effective dates, the amount of your award, the name of the internal funding unit, and your role, i.e., P.I., co-P.I. (including percentage responsibility), Senior Personnel, Investigator, or Sponsor. **No other roles should be included on this list.**

**List of Internal UF Funding <Year> to <Year>**

<b>Role</b>	<b>Agency</b>	<b>Title &amp; Dates</b>	<b>Total Award</b>

2. Provide an overall Summary, by Role, of the information from the list in b.1. above:

**Summary of Internal Funding, <Year> - Present**

<b>ROLE</b>	<b>TOTAL</b>
Principal Investigator	
Co-Principal Investigator	
Investigator	
Senior Personnel	
Sponsor of Junior Faculty	
Totals	

3. A short narrative explanation of internal funding may be included.

*When determining whether funding should be categorized as external or internal, consider the role of the faculty member in obtaining the funds. If he or she applied directly to an outside funding agency, the funding would be external. If he or she obtained funds from a UF or IFAS office, those funds would be internal, even if the funds originally were from an external funding source.*

**c. Submitted – Pending Decision** – Provide a list that includes the date of submission and other relevant information as in 18.a, including if a resubmission.

**d. Submitted - But Not Funded** – Provide a list that includes the date of submission, amount of proposal, name of agency, proposed role of nominee. Indicate any resubmissions.

- *Must include sub-category headings a, b, c, and d.*

- *e and f below are optional.*

**e. In-kind contributions.**

*Use this statement for volunteer hours: “Calculation of economic value of trained volunteers’ contribution to extension programs: According to the Independent Sector: [http://www.independentsector.org/programs/research/volunteer\\_time.html](http://www.independentsector.org/programs/research/volunteer_time.html), the estimated dollar value of a volunteer hour for Florida for 2013 (the latest year for which numbers are available) is \$21.24 per hour.*

**f. Monetary (SHARE) contributions.**

**19. UNIVERSITY GOVERNANCE AND SERVICE**

This area should include information regarding the nominee’s service to the university such as membership on university, college, and department/center committees. **Put “None” under all subheadings where you have nothing to report.**

- a. University
- b. College
- c. Department/Center

*District service may be placed under c. You may add d. County if applicable.*

**20. CONSULTATIONS OUTSIDE THE UNIVERSITY**

Use this area for consultations that are not part of your assigned duties and responsibilities but are relevant to your scholarly career. Indicate the work performed, the organization or employer, and the date(s).

Date	Location	Work performed	Organization/ Employer

**21. EDITOR OF SCHOLARLY JOURNALS, SERVICE ON EDITORIAL ADVISORY BOARDS, REVIEWER FOR SCHOLARLY JOURNALS**

Indicate whether you were an editor, served on an editorial advisory board, or were a reviewer; the name of the journal or publication, the date(s) of service; and the approximate amount of reviewing/editing you did. **Put “None” in every category and subcategory for which you have no entries.**

- a. Editor
- b. Editorial Advisory Boards
- c. Reviewer for Scholarly Journals
- d. Book Manuscripts Reviewed

## 22. INTERNATIONAL ACTIVITIES

Briefly describe teaching, research, and service activities in light of their significance for your scholarly career, including your rationale and goals for engagement in international activities, and any outcomes or impact resulting from your international engagement. This section allows you to summarize and attach significance; do not list items, or repeat items noted elsewhere.

*Refer to separate guidelines provided by IFAS Global for preparing this section at <http://hr.ifas.ufl.edu/tenure.shtml>.*

## 23. EXTENSION PROGRAMS (for IFAS only)

Refer to separate guidelines provided by IFAS regarding preparing this section at <http://www.personnel.ifas.ufl.edu/>

- *Utilize SMART (Specific, Measurable, Attainable, Realistic, Timed) objectives throughout the Extension programs section.*
- *Include a description of the impact of your contributions to interdisciplinary Extension programs and how these activities are integrated across the three land-grant mission areas.*
- *All tenure-track faculty members are expected to contribute to the extension mission of IFAS regardless of budgeted appointment.*

## 24. CLINICAL SERVICE, CLINICAL ACTIVITIES, OR CLINICAL PORTFOLIO

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.

*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. List such service in this section. Service must be related to your academic field; do not include general volunteer work.

*Do not include 4-H Programming as this should be noted in Section 23. Only for K-12 schools; do not include junior colleges or community colleges.*

## 26. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION

Use this area to communicate your contributions to your profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships and any offices held. Examples of independent professional activities would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings must indicate dates of service.

- A. **MEMBERSHIPS**
  - a. International
  - b. National
  - c. Regional

- d. State
- e. Local

**B. ACTIVITIES IN THE PROFESSION**

- a. International
- b. National
- c. Regional
- d. State
- e. Local

**27. HONORS**

List those honors, awards and prizes received as part of your professional career. **NOTE: If you have entered your honors and awards in this OPT self-service module, they will auto-populate in this section.**

- a. International
- b. National
- c. Regional
- d. State
- e. Local

**28. CHAIR'S LETTER**

**To be entered by department administrator. Candidate may respond using OPT system.**

- *Provide explicit descriptions of unusual circumstances (e.g., early consideration for promotion as a condition of hire; significant changes in responsibilities) and unique aspects of the candidate's position.*
- *Make sure numbers of publications and summaries of grant dollars (if included) match values in the candidate's packet.*
- *Identify and explain any discrepancies or omissions in the packet.*
- *Do not attribute quotes or statements from reviewer letters to the reviewer either by name, position or university.*
- *Discuss unit assessments where 20% or more of the votes are not positive (includes Abstain, Absent, Does Not Meet).*
- *Explain the rationale for using an external review who has a potential conflict of interest (if applicable; see section 30 below).*

**29. DEAN'S LETTER**

**To be entered by college administrator. Candidate may respond using OPT system.**

**30. SAMPLE LETTER TO EVALUATORS**

**To be entered by department administrator.** Note: The sample letter should be a copy of a template, not a copy of an actual letter of solicitation to an evaluator.

*A template letter is provided at <http://hr.ifas.ufl.edu/tenure.shtml>. The template includes the core items that should be addressed by external evaluators and may be customized as appropriate for the unit. When requests are sent, a copy of the UF and IFAS tenure and promotion criteria should be included.*

*Follow the UF guidelines for soliciting external letters:*

- *Avoid conflicts of interest. Letters from individuals who have or have had a personal, professional or mentoring relationship with the candidate could create a conflict of interest. The guiding principle is whether the individual stands to benefit from the success of the candidate, either professionally or personally. In general, this includes those who have shared a common grant or coauthored a publication within the previous 5 years, or those who served as dissertation advisor or post-doctoral supervisor, or were close collaborators. If a reviewer has a potential conflict of interest, the chair must explain the rationale for using that reviewer.*
- *External letters are not to include individuals currently employed by UF or those previously employed in the past 10 years whose term at UF overlapped with the candidate.*
- *External letters should be solicited from faculty of higher rank than the candidate.*
- *Letters from faculty who are at the top of the candidate's field and at the very best institutions are particularly valued.*
- *At least five external letters must be included in the packet.*

*For tenure-track faculty with an Extension assignment, a letter of evaluation from a county Extension faculty (agent IV) is highly recommended.*

### **31. BIO-SKETCHES OF INDIVIDUALS WRITING SOLICITED LETTERS OF EVALUATION and LETTERS OF EVALUATION**

**To be entered by department administrator.** Note: For ease of review, please upload each bio-sketch and accompanying letter in a separate PDF and note the institution in the "Comments" section.

### **32. COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION**

**To be entered by department administrator.** (Do not include these in any materials sent to external evaluators.) **Candidate should verify in the OPT system that the correct letters have been entered.**

### **33. FURTHER INFORMATION**

This is a general section that allows you to include such things as letters of acceptance from publishers, a list of submitted publications, information on forthcoming books, unsolicited letters of recommendation (please indicate that these are unsolicited), committee reports, reviews of performances, as well as any additional information you wish to submit. Information should be restricted to professional accomplishments and should not include such items as "thank you" or acknowledgment letters.

Do not include vitas/resumes, publication reprints and reprint requests in the packet. These may be requested by the reviewing bodies at any level of the process.

This section may also be used for any additions or changes that need to be entered once the packet is certified for review.

*County extension faculty must include:*

- *Status of master's degree if applicable.*
- *Participation in community and civic organizations and activities.*