

Post-Tenure Review 2024

Questions from Faculty or from Chairs about specific faculty issues.

What are the documents I need to submit for post-tenure review?

There are three PDF documents faculty should submit.

- 1) A post-tenure review packet (Post Tenure Review Template)
- 2) A CV (or promotion and tenure packet)
- 3) Narrative descriptions of your accomplishments in teaching, research and/or extension (optional)

What is the post-tenure review packet?

This document compiles four pieces of university data: your reported effort, teaching evaluations, and sponsored projects for the last five years (Spring 2019 – Fall 2023) and graduate committee activity for your UF career.

Where do I get the post-tenure review packet?

You will download this pre-populated packet from the Online Promotion and Tenure (OPT) system using the following navigation in MyUFL: Main Menu > Human Resources > My Self Service > Faculty Promotion & Tenure > UF Faculty Promotion & Tenure > Promotion & Tenure Packet > Post Tenure Review with Activity.

Once you have downloaded the packet, review it for accuracy. You will need to edit the Teaching Evaluation Summary Table to indicate whether courses are required (required courses are General Education courses, or those required for a particular major). Also, at the top of each semester course evaluation indicate if the course is required, team taught, and mode of delivery (in-person, online, hybrid). For graduate committees without a “complete date” add the estimated date of graduation or if the student dropped the program. For sponsored programs, check the grant amounts for accuracy, add any awards prior to December 31, 2023 not already in the table. Fill in the table for internal funding or provide a footnote to where this information is on your CV. You may provide explanations as footnotes to the table if needed. Fill in the “Summary of Grant Funding” table using only the amounts allocated to you.

You can also take out the explanatory text to have a cleaner packet. Leave the title and section headings.

The initial template provided has a heading for “Peer assessments” under Teaching Evaluations. This is not required and can be deleted. Comments about peer assessments can be included in the Teaching narrative and also in the Chair’s letter. Also under Sponsored Projects, the initial template suggested there were subcategories (a)-(c). Only (a) Funded is required.

Do not add any other headings or sections to the post-tenure review packet.

Save the post-tenure review packet as a PDF file.

What is expected in the CV?

Your CV (or Promotion & Tenure packet) should reflect your complete faculty activity and accomplishments, at a minimum for the period 2019-2023. In order to give faculty as much flexibility as possible, you may use a 5-year CV, a complete career CV, or an updated promotion and tenure packet. Many UF/IFAS departments require an updated promotion and tenure packet for annual evaluations.

Save your CV (or P&T packet) as a PDF file.

What should the narratives contain?

Guidance for the narratives is provided in the document UF PTR Narrative Guidance ([link to IFAS/HR site](#)) distributed to faculty and chairs. Narratives are limited to one (1) page, and should describe your accomplishments in Teaching, Research and/or Extension over the last five years. These narratives are optional, but provide the opportunity to add context to your CV. This is where you can tell your story about how your accomplishments fit into the overall mission of UF/IFAS.

Combine narratives into one document and save as a PDF file.

What do I do with the completed documents?

All files need to be in PDF format, and you will upload these into the OPT system. Navigate to the same location in MyUFL: Main Menu > Human Resources > My Self Service > Faculty Promotion & Tenure > UF Faculty Promotion & Tenure Packet > Upload/View Documents for Post Tenure Review

Use the “Category” drop-down menu to select the appropriate document-type for upload:

- **CV/Resume:** Upload your CV or P&T Packet
- **Post Tenure Review:** Upload your updated PTR Packet previously downloaded from OPT system
- **Optional Narrative (up to 3):** Upload your narrative(s) as one PDF document

NOTE – Do not select “Certify for Dept. Review” until ALL documents are uploaded into the OPT system. Do not delete annual evaluations – these have been added for you by IFAS HR.

What do we do once we have uploaded/verified all of our PTR documents?

Navigate to the PTR page in MyUFL: Main Menu > Human Resources > My Self Service > Faculty Promotion & Tenure > UF Faculty Promotion & Tenure Packet > Upload/View Documents for Post Tenure Review and select “Certify for Dept. Review”

NOTE: – Certification cannot be “undone” so it is critical that you verify that all your documents are present. It is suggested that you “View” each of the documents once you have uploaded them to make sure the documents are assigned to the proper categories. If any changes/corrections need to be made you can “delete” uploaded files. You will not be able to delete or modify files once you click to certify.

I’m at a REC. Is there anything special I need to do?

Yes, to have access to the OPT system, you need to be connected by VPN. [VPN - Information Technology - University of Florida \(ufl.edu\)](https://ufl.edu/vpn)

What other information about me is reviewed and by whom?

In addition to the three documents you provide, your annual evaluations for the last five years will be uploaded into OPT by UF/IFAS HR along with any disciplinary actions in the last five years. Your chair (and center director if applicable) will review the documents and upload an assessment letter. The UF/IFAS deans will review the documents and upload a summary letter with a proposed performance

rating (exceeds expectations, meets expectations, does not meet expectations, unsatisfactory). The provost will review the documents and determine a performance rating. The provost will notify the faculty member, chair, and dean of the outcome.

Will I see the Chair's letter and Dean's letter?

You can view the dean's letter once it's uploaded and certified at that level. You will then have 5 days to provide a response to the dean's letter if desired. This is optional.

Will we receive notification when the online system is ready for us to download/upload?

Yes, you will receive an email from UF/IFAS HR once your packet is "open" in the system.

What is the timeline for everything?

Faculty documents should be uploaded by March 4. The Chair's letter is due March 18 and the Dean's letter is due April 1.

If there are errors in the Effort table in the post-tenure review packet, can I correct those?

Yes.

Are the allocated amounts in the grants table in the post-tenure review packet pro-rated for the last five years (i.e., the grant was awarded pre-2019 but overlaps with the review period)?

No. The numbers shown are the entire award amount for any project that has a timeline that overlaps the evaluation period. No adjustments are needed to the grant tables.

I'm confused about the difference between the post-tenure review packet, the CV and the P&T packet.

The post-tenure review packet only has four sections (see above). You will update and upload that document. You can choose to upload either a CV or a complete P&T packet. A complete P&T packet repeats the sections on the post-tenure review packet, but you will still upload both documents.

My promotion packet is in for 2024 (decision expected by June 2024) – do I have to do post-tenure review?

No. The promotion packet takes the place of the post-tenure review.

I was intending to retire in the next year – do I have to do post-tenure review?

If you have a resignation letter on file with your department and UF/IFAS HR with resignation date no later than 5-31-25, you do not need to do post-tenure review.

I am intending to put in a promotion packet for 2024-2025 – do I have to do post-tenure review?

Yes. Assembling the post-tenure review documents will give you a good start on your promotion packet.

I am planning to submit an updated P&T packet. The information in the post-tenure review packet is already in my P&T packet. Do I still have to submit the post-tenure review packet?

Yes, for completeness, please update the post-tenure review packet to match what is in your P&T packet and upload both documents.

Can the review period be extended to the past 6 years because of the Covid shutdown?

No. However, the narrative guidance allows for a COVID/natural disaster statement.

Is there a specific format (headings, font size, etc.) required or suggested for the CV?

No, the format is up to you.

My annual evaluation for 2023 hasn't been completed yet. Will my packet only have 4 annual evaluations?

No, in this case, the evaluations will be for 2018-2022.

Should materials in a 5-year CV be from 2018 to present to coincide with annual evaluations?

No. If you choose to submit a 5-year CV it should reflect work completed in 2019-2023. You also have the option to submit a complete career CV or an updated P&T packet.

It says "...narrative of up to one page per area of assignment... These three narrative sections..." but with research, extension, teaching, and service, it's actually four, correct? I know service isn't an "assignment" but neither is teaching (for me, anyway) and the guidelines do include a section for service narrative, so I wanted to confirm before I start putting this together. Thank you! You are encouraged to do a narrative for research and for extension. It's up to you on the others. The Teaching narrative is a good place to highlight your mentoring philosophy and mentored students' accomplishments if you don't have a formal teaching role.

Can you clarify if I should submit a full CV or I need to modify my CV to include only the last 5 years? If it does not matter, and given the short notice, I hope the full CV is acceptable so I do not have to make modifications.

A full CV is fine.

Relative to the narrative, I have a 3-way appointment, research, extension and teaching. Should I write 3 separate 1-page narrative for each assignment, research, extension, and teaching?

A narrative for all 3 of your assignments is suggested. (Please upload the narratives in one PDF document.)

When submitting the materials, will the 3 components (CV, Narratives, PTR packet) be submitted as 3 separate files or the PTR packet has areas to insert CV and to insert the narratives?

You will upload these as separate documents. See above.

Due to the short time for preparing, I will keep my documents succinct. I'm confident that is what the deans want, but let me know if not.

While we appreciate that this has a short turnaround time, please keep in mind that these documents are reviewed at the university level. It is in your best interest to tell your story as completely as possible understanding that reviewers may not be familiar with your programs.

What about people with 0% budgeted research appointment?

The university expects a minimum of 10% effort in research from all tenure-track faculty. Faculty members can clarify their scholarly activity in a narrative; chairs will need to address individual assignments in their letter.

Mentorship of graduate students is in the university's general criteria under Teaching, but I don't have a teaching appointment.

You can write a Teaching narrative focused on your mentoring philosophy and success of your students.

Can I add patents to the post-tenure review packet?

No. Do not add any sections to the post-tenure review packet. That document will only contain reported effort, teaching evaluations, graduate committee activity and sponsored awards. Document patents in your CV or P&T packet; you can also note these in your research narrative.

If we have peer-reviewed publications that are accepted, do they want letters of acceptance included somewhere?

No. Note in your CV or P&T packet the publication as accepted or in press.