

# *PROMOTION, TENURE, & PERMANENT STATUS TEMPLATE 2021-2022*

\*You will want to delete all of the directions/notes and leave the numbered bold header and related content with your main packet.

This promotion guide mirrors the promotion template with added and adjusted information within the various sections as it relates to the College of Medicine – Jacksonville faculty.

You can use this guide to reference while you are working off your current faculty template. Faculty members can download their own faculty promotion template at any time by logging into MyUFL and navigating to the following: Main Menu>> My Self Service>> Faculty Promotion and Tenure.

A simulation on how to access and download your faculty template can be found at the following link:

[http://training.hr.ufl.edu/resources/opt/downloading\\_and\\_completing\\_packet\\_template/index.html](http://training.hr.ufl.edu/resources/opt/downloading_and_completing_packet_template/index.html)

Please fill in your faculty promotion template with appropriate information related to promotion, tenure, and/or permanent status nominations. Note that when you download your packet template, some sections will auto-populate with available data from several University sources (e.g effort assignment, education etc.); you must verify accuracy of this information. Once all sections are filled in, you may delete the explanatory/direction information under each header within your template (aside from the Publication key in section 16), prior to saving the final completed version as a PDF file.

All items in your final 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” under that heading; if the category does apply and you have nothing to report, use “None” under that heading. 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 your promotion packet is completed and saved as a PDF file, you will upload it into the Online Promotion and Tenure (OPT) system. 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. They will also upload sections of the packet that are identified as being uploaded separately (sections 8,28,29,30,31,32)

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 of all materials in the online packet, including any auto-populated sections. Please be sure to check the accuracy of the information in your packet.

## 1. NOMINEE INFORMATION COVER SHEET

Please delete this text box after completing this section

**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 Faculty Relations ([opt@admin.ufl.edu](mailto:opt@admin.ufl.edu)).

## 2. BRIEF DESCRIPTION OF JOB DUTIES

Please delete this text box after completing this section

Briefly describe your assigned duties and responsibilities. Provide context for these responsibilities (ie. the relevance and importance to your discipline and UF)

\* For sections 2 and 3 use first person. Paragraph preferred (vs. list).

\*Tell which mission(s) you have attained excellence.

\*You must attain excellence in your primary mission area.

\*Be explicit, “I am a clinical assistant professor of pediatrics in the division of general pediatrics and I have achieved distinction in the educational mission.”

\*Address all missions and note here any gaps in assignment or < 100% FTE.

\*If recently coming from another institution, tell us what you did there (briefly)

\*Two areas of excellence required for tenure, one (primary) required for MM, but also tell us about your other responsibilities.

Tell your story – which will be supported by the rest of the packet.

No more than 1 -1.5 pages for both sections 2 & 3, ok to be less.

### 3. AREAS OF SPECIALIZATION

Please delete this text box after completing this section

Briefly describe your assigned duties and responsibilities. Provide context for these Briefly describe your area(s) of specialization. Please frame your specialty within the context of your discipline and the mission of your unit(s) and UF..

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

Please delete this text box after completing this section

\*Populated assignments can updated to reflect accurate percentages but the table format must not be altered. Make sure that the percentages for each term/year equal 100%. This is where you are spending your time, not sources of your salary.

This section will auto-populate from your record in the Effort Reporting System starting with 2011. If you were employed or promoted at UF prior to 2011, please add your approximate effort into the chart for the earlier years, following the established reporting for effort (see <http://hr.ufl.edu/wp-content/uploads/instructionguides/EffortReportingActivityCategories.pdf>).

\*Applicants with two primary appointments must consolidate the assignments in one effort table to show proportional activity across both appointments. For example: an applicant with two 0.50 FTE appointments who has a 100% research assignment in one and a 0% research assignment in the other, will report a 50% research assignment.

\*Note: overload assignments are not reported in the promotion packet.

\*If you have questions about the effort reported, contact your unit effort reporting coordinator.

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

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

Department

Term/Year	Teaching	Research	Service	Extension	Clinical	Sabbatical	Leave	Other	Total

## 5. EDUCATIONAL BACKGROUND

Please delete this text box after completing this section

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

\*HR only maintains faculty degree information such as Master's, Bachelor's, PhD, MD, JD, and other academic or professional degrees. Fellowship, residency, and post doctoral information, must be added in Section 5 of the OPT template word document by the candidate/faculty member.

Institution	Field of Study	Degree	Year

## 6. EMPLOYMENT

Please delete this text box after completing this section

\*Please use the word "Clinical or Research" in front of the rank for non-tenured faculty positions. Tenure track or non-tenure track should be listed for each position. List rank and Administrative positions.

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. Affiliate, joint, courtesy appointments should be listed in section 20.

Institution	Position	Dates

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

Please delete this text box after completing this section

**This section will auto-populate from your record in the UFHR database; it is the candidate's responsibility to check for accuracy.** If you find a discrepancy, contact Faculty Relations at opt@admin.ufl.edu. If any corrections are made in the UFHR database, you will need to save and reload the template again as a PDF file.

If you are non-tenured, you would put N/A in this section

## 8. TENURE AND PROMOTION CRITERIA

Please delete this text box after completing this section

**To be uploaded in OPT system 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.

\*This section will be uploaded separately in OPT and should not be inserted into the packet. The COM guidelines can be located via the following link: <https://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/> (only insert sections from the guidelines that apply to your rank and areas you are seeking excellence in).

## 9. TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS

Please delete this text box after completing this section

**In no more than 750 words**, describe your teaching, advising, professional responsibilities (Librarians), and/or instructional accomplishments. Provide context for these responsibilities (ie. the relevance and importance to your discipline and UF), a brief statement of your teaching philosophy and how it is supported by your activities, and the primary educational goals and outcomes of your teaching program. Include, as appropriate, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, educational software and multimedia materials.

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

c

Syllabi, course examinations and other materials used in classroom instruction should be made available at all levels for review as needed or requested. However, they should not be included in the packet (except for those cases covered in Section 11).



<i>Term: , Course: , Sections: Enrolled:</i>								
<i>Required Course:</i>	<i>Team Taught %:</i>	<i>Mode of Delivery:</i>						
Questions	Responded	Response Rate	Mean	IM	Dept Mean	Dept IM	College Mean	College IM
The instructor was enthusiastic about the course.		%						
The instructor explained material clearly and in a way that enhanced my understanding.								
The instructor maintained clear standards for response and availability (e.g. turnaround time for email, office hours, etc.)								
The instructor fostered a positive learning environment that engaged students.								
The instructor provided prompt and meaningful feedback on my work and performance in the course.								
The instructor was instrumental to my learning in the course.								
Course content (e.g., readings, activities, assignments) was relevant & useful.								
The course fostered regular interaction between student and instructor.								
Course activities and assignments improved my ability to analyze, solve problems, and/or think critically.								
Overall, this course was a valuable educational experience.								

Please delete this text box after completing this section

**\*\* Only teaching evaluations of students that rotated to COM JAX from a registered course will populate here when you download your faculty template form MyUFL. All teaching evaluations of residents and fellows are stored in New Innovations. Those evaluations must be obtained and formatted into a charts with a summary of data (example chart below).**

\*Please contact you Department/Division program coordinator to generate these reports for you.

\*Please be sure to indicate and list whether or not it was Team Taught

\*Please be sure to indicate whether or not it was a required course.

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

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

Please delete this text box after completing this section

\*The Peer Evaluations for Teaching Template is located via the following link:  
<http://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/peer-evaluation-forms-2/>

\*\* Peer evaluations for education are managed through the Office of Educational Affairs (OEA) COM-Jacksonville. OEA has trained faculty who evaluate teaching along with their own peer assessment form that they use. You can schedule an educational peer assessment by contacting Renee Boyle [renee.boyle@jax.ufl.edu](mailto:renee.boyle@jax.ufl.edu) 904-244-3149.

## 11. EDUCATIONAL PORTFOLIO (if applicable)

Please delete this text box after completing this section

The Educational Portfolio is a **separate template** that should be completed and pasted in under this header for all College of Medicine Faculty with a teaching assignment.

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.

1. Educational Narrative – for contributions within your discipline at dept, college, national level and recognitions for such, also personal philosophy, role of education in career and aspirations toward educational leadership.
2. Detailed Instructional Activities
3. Educational Scholarship – **REQUIRED if area of excellence**
4. Educational Leadership/Recognition
5. Mentorship (Faculty, Trainees, Students, Post-docs – beyond grad student activities)

**The educational portfolio can be found via the following link:**

<https://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/portfolio-education/>

## 12. GRADUATE COMMITTEE ACTIVITIES

Please delete this text box after completing this section

**This section will auto-populate from Graduate Information Management System (GIMS) information; it is the candidate's responsibility to check for accuracy.**

This should be N/A for all College of Medicine Faculty.

Candidate's Role	Student	Major	Complete Date

## 13. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE

Please delete this text box after completing this section

**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. Please characterize the nature and extent of your contributions to major publications of which you are not the sole author or senior/principal author.

## 14. CREATIVE WORKS OR ACTIVITIES

Please delete this text box after completing this section

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

Please delete this text box after completing this section

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

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

Please delete this text box after completing this section

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, write “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.**

**\*Do not delete the publications key, please still delete the instructions above.**

\*You should use the on-line publication tool for this section-Publications will format into the online template and you can then cut and paste that section back into your main working document.

\*You will want to include all sections numbers etc. and **place the word “None” if the faculty member does not have any information to provide.**

\*You should number each publication under each section starting with number 1.

\*Please list in **reverse chronological order.**

\* Please do not abbreviate journal titles.

\*Use Section 34 for acceptance letters and information on submitted or forthcoming publications.

\*Books that are under contract but have not yet been completed or accepted for publication are to be listed in Section 34. (Note that a contract from a publisher is not sufficient to claim a book is “accepted” or “in press.”)

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 that 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 34. 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: The term “submitted” refers to a manuscript that has been submitted to a publisher for publication review. Submitted publications are to be listed in Section 34 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 34.

(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” refers to reviews written by you about someone else’s work. Reviews of your work, if included, should be listed in Section 14 or Section 34.

(9) Publication citations of works written in a foreign language should be accompanied by an English translation 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 34) unless the publication can be accessed via a URL.

**\*Please delete italicized instructions.**

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*)

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

Please delete this text box after completing this section

**NOTE: If you have entered your lectures, speeches or posters into the OPT self-service module, they will auto-populate in this section and display only active categories.**

For cases involving only promotion, include since your last promotion. For cases involving tenure and promotion, include since hire in tenure-track line at UF or in continuous position at prior institution. **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. “International” refers to presentations at locations outside of the United States and/or international societies hosting the event in the United States. “Local” refers to scientific talks provided within the UF or Gainesville community.

This section should include only presentations actually given by the candidate. Lectures, speeches, or posters presented by postdoctoral associates, graduate students, or others under your supervision and where you were listed as a co-author but not co-presenter should be summarized or discussed in Section 9

\*Please be sure to list all letters and headers. Put “None” if the faculty has nothing to report. These are the candidate’s presentations. Include only if they did the presentation OR if their mentee did the presentation and they were present to help with questions.

\*Please include the exact date of the presentation and spell out abbreviations.

- a. International
- b. National

- c. Regional
- d. State
- e. Local

## 18. SPONSORED PROJECTS

Please delete this text box after completing this section

For cases involving only promotion, include since your last promotion. For cases involving tenure and promotion, include since hire in tenure-track line at UF or in continuous position at prior institution. In this specific case, sponsored projects from the prior institution should be put into a similarly formatted table. Include all subcategories (a)-(c). **If there is no data for the category, write “None”.**

Information on funding amounts for both external and internal grants and contracts 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. **Some data has been imported from contract and grant records from awards received at UF. If you find a discrepancy, please contact the Division of Sponsored Programs via email at [ufawards@ufl.edu](mailto:ufawards@ufl.edu). Please update, correct or add information as necessary.** Expand the charts as needed.

\*Candidate Allocation Amount is the amount the candidate manages and is responsible for – can easily be the total award.

\*Include agency identifying number under the “Reporting Agency” column.

\*Check your MATH

1. Provide a listing of each funded grant, including the title and effective dates of the contract/grant, whether it was internally or externally funded, 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.

- a. **Funded –**
  - 1.

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

<b>Role</b>	<b>Reporting Agency</b>	<b>Grant Title</b>	<b>Dates</b>	<b>Awarded/ Anticipated</b>	<b>Candidate Allocation (\$Amount)</b>

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

<b>Role</b>	<b>Reporting Agency</b>	<b>Grant Title</b>	<b>Dates</b>	<b>Awarded/ Anticipated</b>	<b>Candidate Allocation (\$Amount)</b>

Please delete this text box after completing this section

Provide an overall Summary, by Role, of the information from the list in a.1. above; include only those amounts allocated to the candidate, not the total award, divided as direct and indirect costs. For assistance with these values, please run the 'UFIRST Projects' report available at this path: Enterprise Analytics > Sponsored Program Information > Awards > UFIRST Projects.

**\* Do not skip this – please provide a summary for section 2 and a narrative for section 3.**

\* Below is the COM Summary table that must be used

2.

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

	<b>Total Award</b>			<b>Candidate Allocation</b>		
<b>ROLE</b>	<b>TOTAL</b>	<b>Direct Costs</b>	<b>Indirect Costs</b>	<b>TOTAL</b>	<b>Direct Costs</b>	<b>Indirect Costs</b>
Principal Investigator						

Co-Principal Investigator						
Investigator						
Sponsor of Junior Faculty						
<b>Total</b>						

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

**b. Submitted – Pending Decision**

Please delete this text box after completing this section
Provide a list that includes the date of submission and other relevant information as in 18.a, including if a resubmission.

**c. Submitted - But Not Funded**

Please delete this text box after completing this section
Provide a list that includes the date of submission, amount of proposal, name of agency, proposed role of nominee. Indicate any resubmissions.

**19. SERVICE NARRATIVE**

Please delete this text box after completing this section
<b>In no more than 750 words</b> explain your participation in the governance processes and service to your unit(s), college, UF or external constituencies. Describe briefly how your engagement has impacted the constituencies for which the service is performed. Include information on how your service connects to or informs your research, teaching, and/or profession and your rationale and goals for engagement. This section allows you to summarize and attach significance; do not list items, or repeat items noted elsewhere except to summarize or reference their impact.

**20. UNIVERSITY GOVERNANCE AND SERVICE**

Please delete this text box after completing this section
This area should include information regarding the nominee’s service to the university such as membership on university, college, and department/center committees. <b>Write “None” under all subheadings where you have nothing to report.</b>

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

**21. CONSULTATIONS OUTSIDE THE UNIVERSITY**

Please delete this text box after completing this section
<p>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).</p> <p>If industry or externally funded – be sure you’ve completed Request for external employment and have approval from the Conflict of Interest Committee.</p> <p>Please put “None” if you have nothing to report.</p>

Date	Location	Work performed	Organization/ Employer

**22. EDITOR OF SCHOLARLY JOURNALS, SERVICE OR EDITORIAL ADVISORY BOARDS, REVIEWER FOR SCHOLARLY JOURNALS**

Please delete this text box after completing this section
<p>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. <b>Write “None” in every category and subcategory for which you have no entries.</b></p>

- a. Editor
- b. Editorial Advisory Boards

- c. Reviewer for Scholarly Journals
  
- d. Book Manuscripts Reviewed

### 23. INTERNATIONAL ACTIVITIES

Please delete this text box after completing this section
Briefly describe your international 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 except to summarize or reference their impact.

### 24. EXTENSION PROGRAMS (for IFAS only)

N/A

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

Please delete this text box after completing this section
The evaluation of clinical service should include a commentary by the department chair or division chief on assignment and performance.
The purpose of this clinical portfolio is to provide documentation of clinical excellence for faculty who have a major clinical assignment. Information provided here should not duplicate what is already contained in other sections of the Promotion and Tenure packet. Rather, you should highlight and comment on the importance of some items (e.g. clinical publications, presentations), as well as providing the additional requested data that will establish excellence in patient care. For each of the following 12 components, please enter all information that is available for your clinical activities. You should state “none” or “not available” for elements not applicable in your circumstance. <u>You may delete the instructions (presented in italics) prior to finalizing your portfolio.</u> <b>Please limit the completed portfolio to 12 pages.</b>
The clinical portfolio can be found via the following link: <a href="https://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/portfolio-clinical/">https://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/portfolio-clinical/</a>

### 26. SERVICE TO SCHOOLS

Please delete this text box after completing this section
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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 to public schools (K-12) only.
- Service **MUST** be related to your academic field, not general volunteer work (e.g. PTA)
- Judging Science Fairs would be suitable.
  - List which Fair, date, location, category
- Put *None* if you have no such activity.

## 27. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION

Please delete this text box after completing this section

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, inclusive years, 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. **Write “None” under all subheadings where you have nothing to report.**

### 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

## 28. HONORS

Please delete this text box after completing this section

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.**

Write “None” under all subheadings where you have nothing to report.

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

## 29. CHAIR’S LETTER

Please delete this text box after completing this section

To be uploaded by department administrator into the OPT system. Candidate may respond using OPT system.

\*Please do not insert the chair letter into the packet.

\*Guidelines for the Chair letter can be found via the following link:  
<http://facultyaffairs.med.ufl.edu/chair-letter-guidelines/>

### 30. DEAN'S LETTER

Please delete this text box after completing this section

To be uploaded by college administrator into the OPT system. Candidate may respond using OPT system.

\* Please do not insert the chair letter into the packet.

### 31. SAMPLE LETTER TO EVALUATORS

Please delete this text box after completing this section

To be uploaded by department administrator into the OPT system. Note: The sample letter should be a copy of a template, not a copy of an actual letter of solicitation to an evaluator. Should be on letterhead and should not be addressed to anyone.

\* Please do not insert the sample letter into the packet.

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

Please delete this text box after completing this section

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. Each bio-sketch should state whether the evaluator is from the candidate list or the chair list.**

- 5 external; 2-5 internal (which focus on clinical, teaching or research contributions within the institution)
- **Must be >10 yrs from UF** to be considered "external" if a former UF faculty member
- Letters of evaluation – not letters of support
- For *external: no "personal or professional" relationship* (e.g. training program director)
- At the top of the candidate's field and at the very best institutions "are particularly valued"
- Must be *at or above rank* candidate is seeking
- **Listing must indicate from: "candidate's list" or "chair's list"**
  - May do so in consultation, this will need to be indicated on the biosketch
- *Chair must invite* – not candidate

### 33. COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION

Please delete this text box after completing this section

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.

### 34. FURTHER INFORMATION

Please delete this text box after completing this section

This is a general section that allows you to include any additional information you wish to include, such as letters of acceptance from publishers, a list of submitted publications, information on forthcoming books, unsolicited letters of recommendation (duly labeled as such), committee reports, and reviews of artistic performances. 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.