University of Florida

Online Promotion & Tenure

Faculty Senate March 15, 2012

Angel Kwolek-Folland, Associate Provost
Office of Academic Affairs
OPT is a University Project

- Provost’s Office
- Human Resource Services
- Enterprise Systems
- Pilot Departments and Colleges
GOALS

- **Transparency:**
  - Packet tracked; email reminders; additions approved

- **Security:**
  - No outside access; UF access based on role

- **Flexibility:**
  - Create CV, annual activities report, other reports
  - Future connection to online FAR, Effort Certification, and C&G

- **Consistency:**
  - Replicates UF processes
  - No new requirements or actions introduced

- **Cost-effectiveness:**
  - ~165,000 sheets of paper/year
  - Use existing University IT systems; no new licenses required
  - Cut faculty and staff prep and tracking time
  - Upload data from existing college systems where available
PHASE I - 2008-2014

Planning, Discussion & Design: 2008-2014
- Workflow process; course evaluations & GIMS; create reports; all campus online

First Pilot: 2011-12
- College of Fine Arts, College of Dentistry, Department of Agronomy

Second Pilot: 2012-13
- Colleges of Health & Human Performance, Journalism, Nursing, and Veterinary Medicine; FLMNH; IFAS

Campus Online: 2013-14
PHASE II – 2013

Add “Self-Service Applications”:
• Input information into system as received
• Publications, honors, awards, presentations, etc.

Information connected to other processes:
• Annual evaluations
• CV’s
• Other reporting

Links to other sources:
• VIVO, Library document archive, other links
• Connect to FAR, Effort Certification and C&G as available
### UF Online Promotion & Tenure Packet

The P&T packet must be prepared according to University Guidelines.

**Candidate: Angel Kwolek-Folland**

#### Current Review

**Upload/View Documents for Current Review**

Use this link to upload documents and view the status of a review for the current year in Online Promotion and Tenure. (The link is not active if there is no current review or your college does not participate in the online process.)

#### Promotion and Tenure Documents: Select One

- **Packet Template**
  - Open the packet template document. This version has instructions but no activity is included.

- **Packet Template with Activity**
  - Open the packet template document that includes any activity you have entered in Faculty Activity Tracking such as professional education, publications, presentations and memberships.

#### Promotion and Tenure Review History

Use this link to view prior year reviews that were tracked in Online Promotion and Tenure. (The link is not active if no history is available.)

**Office of the Provost - Promotion and Tenure Information**

Link to the Provost's site. (Opens in a new window.)
**Packet Cover Sheet**

**Candidate:**
- **Review Status:** Final Review
- **Department:** 13020100 FR-ART-DIRECTOR
- **College:** 13000000 COLLEGE-FINE ARTS
- **Current Rank:** AST PROF
- **Type of Nomination:** Tenure, Promotion
- **Graduate Faculty:** Yes
- **Promotion to Rank:** Associate Professor

**Nominee:**
- **Does**
- **Waive His/Her Right to Review Letters of Evaluation:** Yes
- **Date:** 09/19/2011
- **Date:** 09/20/2011

**Dept. Promotion & Tenure Individual Assessments:**

<table>
<thead>
<tr>
<th>Tenure/Permanent Status:</th>
<th>Effective Date: 10/20/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Center:</td>
<td>Meets criteria</td>
</tr>
<tr>
<td>Center (IFAS only)</td>
<td>Meets criteria</td>
</tr>
<tr>
<td>Promotion:</td>
<td>Meets criteria</td>
</tr>
<tr>
<td></td>
<td>Does not meet criteria</td>
</tr>
<tr>
<td></td>
<td>Abstain</td>
</tr>
<tr>
<td></td>
<td>Absent</td>
</tr>
</tbody>
</table>

**Dept. Review Complete Date:** 10/20/2011
**Packet Screen**

**Candidate**
- Final Review

**Review Status**
- Promotion and Tenure Year: 2011-2012
- Case Number: 110002

**Upload Documents**

<table>
<thead>
<tr>
<th>Category</th>
<th>Subject</th>
<th>Comment</th>
<th>Approved</th>
<th>Update Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Faculty Packet</td>
<td>01 - 27, 33 Faculty Packet</td>
<td></td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>2 P&amp;T Criteria</td>
<td>08 - Tenure &amp; Prom. Criteria</td>
<td></td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>3 P&amp;T Criteria</td>
<td>08 - Tenure &amp; Prom. Criteria</td>
<td></td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>4 Letter</td>
<td>28 - Chair’s Letter</td>
<td></td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>5 Letter</td>
<td>29 - Dean’s Letter</td>
<td></td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>6 Letter</td>
<td>30 - Sample Letter</td>
<td></td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>7 Letter</td>
<td>31 - Biosketch and Letter</td>
<td></td>
<td>n/a</td>
<td>View</td>
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<tr>
<td>8 Letter</td>
<td>31 - Biosketch and Letter</td>
<td>this is correct section 31</td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>9 Annual Evaluation</td>
<td>32 - Annual Evaluations</td>
<td></td>
<td>n/a</td>
<td>View</td>
</tr>
<tr>
<td>10 Further Information</td>
<td>28 - Chair’s Letter</td>
<td>Approved</td>
<td>View</td>
<td>New</td>
</tr>
<tr>
<td>11 Further Information</td>
<td>33 - Further Information</td>
<td>new info and corrections</td>
<td>Approved</td>
<td>View</td>
</tr>
</tbody>
</table>
For further information:
http://www.hr.ufl.edu/training/myUFL/toolkits/opt.asp