

College of Design, Construction and Planning
Tenure and Promotion Policy

The initiation of the tenure or promotion review process begins when the chair/director notifies the faculty member of their nomination in writing, or the faculty member provides the chair/director with written notification of candidacy. Faculty eligible for tenure or promotion shall follow the current department/school, college, and University written T&P criteria and other requirements pursuant to the **2021-2024 Collective Bargaining Agreement (see CBA Article 19 Tenure and Promotion)**.

Timeline

In preparing the evaluator packet and University OPT materials, it is recommended that the candidate review a draft of the materials with the chair/director, associate dean for research, and at least one senior faculty member for guidance and informal appraisal.

Spring/Summer terms

- A faculty member shall apply for tenure or promotion considerations no later than July 1. The chair/director will discuss the review expectations, process, and timeline with the faculty member. The candidate's responsibility is to see that the dossier is complete and contains all the necessary material pertinent to the review. Also, the candidate is expected to check all OPT uploaded data for accuracy.
- The chair/director will solicit letters of evaluation from qualified scholars from outside the University for tenure track promotions. For lecturer and other non-tenure promotion cases, appropriate internal and external evaluators may be used. This process involves having the candidate submit a list of potential evaluators to the chair/director, providing at least one-half of the potential evaluators.
- The candidate shall prepare a review packet that meets the University requirements and aligns with the disciplinary expectations of their field.
- The candidate must, in writing, either waive or decline to waive the right to access the letters of evaluation before the letters are solicited. This also will be done within the University Online Promotion and Tenure (OPT) system².
- The OPT dossier must consist of the documents, information, or materials outlined in the current CBA.

¹ Although the annual tenure and promotion cycle officially begins on July 1, the solicitation of evaluators and the preparation of packets should start earlier. Colleges and departments shall provide packet preparation guidance and adhere to college deadlines.

² **NOTE:** The OPT is updated annually with system improvements and revisions coming from the United Faculty of Florida (UFF) and the University. Therefore, it is recommended to wait until the end of April, when OPT revisions are posted, to begin entering information for the upcoming T/P cycle.

Summer/Fall terms

- The candidate submits the packet to the chair/director for distribution to the evaluators.
- The candidate also develops a document uploaded into the OPT system for the department/school, college, and university review.
- After the letters are submitted to the chair/director, they will be uploaded into OPT by the appropriate staff point person.
- **Mid-September – October**
 - The candidate shall verify in the OPT system the completeness of the dossier before department review.
 - From this point forward, no materials shall be added to, deleted from, or changed in the dossier, except through additions added to Section 34 or that meet the stipulations outlined in the CBA.
- **October – November**
 - Review and assessment by department faculty
 - Chair/Director's review and evaluative letter
 - The candidate shall have ten (10) days from receipt of the letter to review with the option to respond in writing, if perceived necessary, before the dossier moves to the next level of review.
 - The assessment of DCP cases by College Tenure and Promotion Committee should conclude by the third week in November.
- **November-December**
 - Dean's review and evaluative letter
 - The candidate shall have ten (10) days from receipt of the letter to review with the option to request a meeting with the dean or submit a response in writing.

Spring/Summer Terms

- No later than January 15 – Candidate-certified OPT packet moves to the University Academic Personnel Board (APB) for review.
- **January-May**
 - Academic Personnel Board (APB) review
 - President/Provost Review and Recommendation
Tenure decisions shall typically be made at the June Board of Trustees meeting.
Tenure and promotion will be effective either July 1 for twelve-month faculty or at the beginning of the academic year for nine- or ten-month faculty with commiserate pay increases on or after this date determined by the University.

<https://hr.ufl.edu/wp-content/uploads/2021/08/2021-2024-UFF-UF-Collective-Bargaining-Agreement.pdf>