Faculty OPT Step 1: Go Into OPT to Download your "PTR Template"
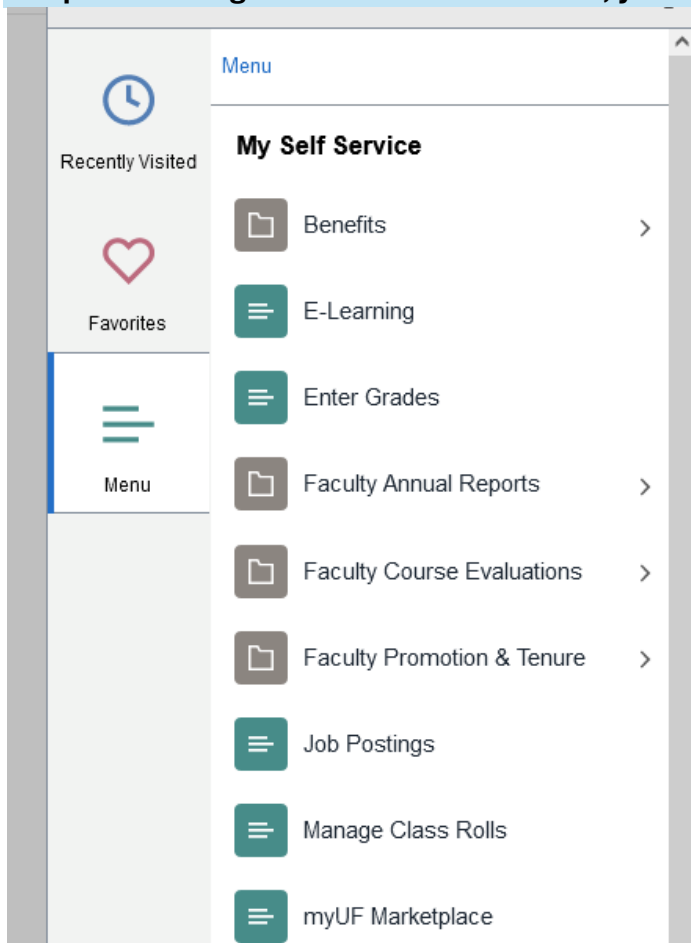
This document tells faculty how to access the OPT system and download the "PTR Packet" for review and revision. When you are done, you will save the updated PTR Packet for uploading back into the OPT system along with your complete CV and Optional Narratives.

The deadline for uploading all three documents into the OPT system and certifying the packet is 11:59 pm, 19 April.

1. Upon entering the "Self Service" menu, you'll see:

Menu

My Self Service

Recently Visited

Favorites

Menu

📁 Benefits   >

≡ E-Learning

≡ Enter Grades

📁 Faculty Annual Reports   >

📁 Faculty Course Evaluations   >

📁 Faculty Promotion & Tenure   >

≡ Job Postings

≡ Manage Class Rolls

≡ myUF Marketplace

Select "Faculty Promotion & Tenure"

2. Upon entering "Faculty Promotion & Tenure" you'll see:

UF Online Promotion & Tenure Home

Welcome to UF's system for promotion, tenure and permanent status. If you have any questions contact Faculty Relations at opt@admin.ufl.edu.

Patricia Travis   Empl ID

Promotion & Tenure Packet Actions

View the Promotion & Tenure template packet. Upload documents and view the status of reviews tracked in Online Promotion & Tenure.
Promotion & Tenure Packet

Identify Designee Editor

Identify a designee editor to enter data or upload packet documents on your behalf.
Designee Editor   none
Add/Update a Designee Editor

Track Ongoing Activity

Enter and view data on activities and events including honors and awards, presentations, and publications. This data can be extracted for use in your packet.
Faculty Activity

Click on "Promotion & Tenure Packet"

3. Upon entering the "UF Online Promotion & Tenure Packet" you'll see:

UF Online Promotion & Tenure Packet

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

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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.)

Promotion and Tenure Document

[Packet Template with Activity]   Open the packet template document populated with available data such as your professional education, tenure date, teaching evaluations and graduate committees.

Post Tenure Review

Upload/View Documents for Post Tenure Review

Use this link to upload documents for a post tenure review. (If the link is not active if there is no current post tenure review.)

Post Tenure Review Document

[Post Tenure Review with Activity]   Open the post tenure review document populated with available data such as teaching evaluations, graduate committees and sponsored projects.

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.)

Click on "Post Tenure Review with Activity"

4. Upon selecting "Post Tenure Review with Activity" there will be a pause while the system fetches data and populates the PTR Template. Then you will see a downloaded file appear named "UF_PO_Packet.rtf."
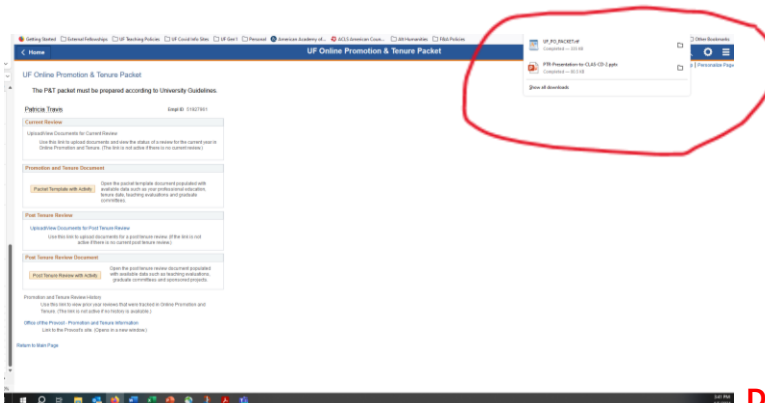
Download the packet.

This is the "PTR Template" populated with confirmed effort, teaching evaluations, graduate committee service, and sponsored projects. The faculty member under review should look over this document for accuracy and work with their Chair to correct any errors. Once corrected, the "PTR Template" should be saved as a .PDF. The faculty member then re-uploads it to the system, along with the CV and optional narratives, and certifies that all three documents are complete and correct.

More information will be forthcoming on how/ to what extent to edit the PTR Template and re-upload it for certification.

Access to PTR packet in OPT for CLAS Faculty/2