

POST TENURE REVIEW TEMPLATE 2023-24

Please fill in the template with appropriate information related to post tenure review. Note that some sections will auto-populate with available data from several University sources; you must verify accuracy as indicated. Once all sections are filled in, delete the explanatory information in the template, including this page, prior to saving it as a PDF file to uploading into the OPT system.

The template includes guidelines on specific content for those portions of the packet that are not auto-populated. All items in the packet must have the materials in the same order and be titled as shown. **Items should be listed in reverse chronological order.** If a category does not apply, please write "N/A" by that heading; if you have nothing to report, use "None." 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 University Post Tenure Review Policy.

Once completed, the template must be uploaded into the Online Promotion and Tenure (OPT) system as a PDF file. 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. (A list of all departmental OPT administrators can be found at

<https://uf florida.sharepoint.com/sites/aa/Provost/PT/Lists/PTAdmins/AllItems.aspx>)

After the packet is certified, you may not make changes to the information in your packet. For information on how to create and manage PDF files, you may contact the UF Help Desk at 352-392-4357.

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.

Commented [HCF1]: Delete highlighted text prior to uploading

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

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. **There should be only one table in the submitted packet. Note: overload assignments are not reported in the promotion packet.**

Commented [HCF2]: The numbers in this document reflect the position this item would have in a standard Tenure and Promotion packet. Ignore them.

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. If reporting effort under "Other", please provide a footnote explanation.

Commented [HCF3]: This whole paragraph on how to present effort is "explanatory information." Once you use the information to review and, if necessary, correct the presentation of your effort, delete this paragraph from the final document.

Commented [HCF4]: Delete highlighted text before submitting.

Commented [HCF5]: As stated in the explanatory information above, there should only be one effort table. Summer effort should be removed from the table if you are a 9-month employee

Department 0									
Term/Year	Teaching	Research	Service	Extension	Clinical	Sabbatical	Leave	Other	Total
Summer 2023		25 %	75 %						100 %
Spring 2023	8 %	12 %	80 %						100 %
Fall 2022	10 %	15 %	75 %						100 %
Summer 2022	5 %	20 %	75 %						100 %
Spring 2022	10 %	15 %	75 %						100 %
Fall 2021	3 %	20 %	77 %						100 %
Spring 2021	8 %					92 %			100 %
Fall 2020	3 %					97 %			100 %
Spring 2020	37 %	31 %	32 %						100 %
Fall 2019	30 %	38 %	32 %						100 %

Department 1									
Term/Year	Teaching	Research	Service	Extension	Clinical	Sabbatical	Leave	Other	Total
Summer 2021	4 %	96 %							100 %
Summer 2020	1 %		99 %						100 %
Summer 2019	7 %		93 %						100 %

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

Commented [HCF6]: Faculty under review should discuss this directive with their Chair/Director.

Delete highlighted text before submitting.

10. TEACHING EVALUATIONS

A. UF teaching evaluations for the past 5 years will auto-populate in this section. For cases involving only promotion, include evaluations only since your last promotion not to exceed five years. In the box provided for each course, you must indicate whether or not the course was team-taught (and the percentage for which you were responsible), the mode of delivery (classroom, online, hybrid or blended, distance learning context,) and whether the course was required. (Required courses are General Education courses, or those required for a particular major. Please note that elective courses are not required courses. If you have any questions as to the accuracy or completeness of the data, send a query to evaluations@ufl.edu and GatorEvals-Support@ufl.edu. Any inaccuracies must be corrected in the database in order

Commented [HCF7]: This language is a holdover from the standard Tenure and Promotion packet. Ignore it..

for them to be permanent. If any corrections are made in the Evaluation database, you will need to save and reload the template again as a PDF file. The University process does **not** require a summary of all teaching evaluations. If your college does require a summary, please complete the summary table below. **NOTE:** The departmental and college means are calculated using only either undergraduate or graduate courses, depending on the level of the course being evaluated.

Commented [HCF8]: This language is a holdover from the standard Tenure and Promotion packet and INACCURATE FOR PTR. Do not delete the summary table.

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

If this is your first year of employment and you have a teaching assignment, then you will be evaluated during the fall term.

Commented [HCF9]: This language is a holdover from the standard Tenure and Promotion packet. Ignore it..

Summary Table

These 3 paragraphs on how to present teaching evaluations are "explanatory information." Once you use the information to review and, if necessary, correct the presentation of your teaching evaluations, delete these paragraphs from the final document.

Course	Term	Enroll #	Req yes/no	Candidate Overall		Department Overall		College Overall	
				Instructor	Course	Instructor	Course	Instructor	Course
IDS2935	Spr20	67		4.64	4.37	4.30	4.00	4.28	4.11
IDS2935	Fall19	27		4.79	4.37	4.22	3.84	4.20	4.01
IDS2935	Spr19	45		4.59		4.45		4.38	

Term: 2020 Spring, Course: IDS2935 Special Topics, Sections: 1TT1,1TT2,1TT3, Enrolled: 67

Questions - Instructor	Responded	Response Rate	Mean	IM	Mode of Delivery:				
					Dept Mean	Dept IM	College Mean	College IM	
How would you rate your own participation (completed readings, assignments, etc.) in this course?	35	52%	3.97	4.00	3.98	4.02	3.99	4.05	
The instructor was enthusiastic about the course.	35	52%	4.86	4.94	4.45	4.70	4.47	4.71	
The instructor explained material clearly and in a way that enhanced my understanding.	35	52%	4.63	4.80	4.27	4.55	4.22	4.54	
The instructor maintained clear standards for response and availability (e.g. turnaround time for email, office hours, etc.)	35	52%	4.69	4.83	4.37	4.63	4.40	4.66	
The instructor fostered a positive learning environment that engaged students.	35	52%	4.71	4.90	4.36	4.64	4.33	4.62	

Commented [HCF10]: These are the boxes described in 10/a above. Use them to indicate whether the class was required (y/n), whether it was team taught (if yes, give percentage of effort you contributed) and whether it was in-person, online, or hybrid. Provide these details for every course listed.

The instructor provided prompt and meaningful feedback on my work and performance in the course.	35	52%	4.54	4.80	4.21	4.53	4.16	4.52
The instructor was instrumental to my learning in the course.	35	52%	4.43	4.74	4.12	4.48	4.08	4.49
Course content (e.g., readings, activities, assignments) was relevant & useful.	35	52%	4.34	4.53	3.94	4.10	4.19	4.30
The course fostered regular interaction between student and instructor.	35	52%	4.49	4.67	4.26	4.41	3.97	4.15
Course activities and assignments improved my ability to analyze, solve problems, and/or think critically.	35	52%	4.34	4.53	3.93	4.11	4.12	4.26
Overall, this course was a valuable educational experience.	35	52%	4.31	4.58	3.86	4.10	4.15	4.32

<i>Term: 2019 Fall, Course: IDS2935 Special Topics, Sections: 3F99, Enrolled: 27</i>								
<i>Required Course:</i>	<i>Team Taught %:</i>		<i>Mode of Delivery:</i>					
Questions - Instructor	Responded	Response Rate	Mean	IM	Dept Mean	Dept IM	College Mean	College IM
How would you rate your own participation (completed readings, assignments, etc.) in this course?	27	100%	4.26	4.29	3.96	4.02	4.00	4.07
The instructor was enthusiastic about the course.	27	100%	4.96	4.98	4.39	4.67	4.41	4.67
The instructor explained material clearly and in a way that enhanced my understanding.	27	100%	4.70	4.89	4.22	4.50	4.12	4.44
The instructor maintained clear standards for response and availability (e.g. turnaround time for email, office hours, etc.)	27	100%	4.85	4.94	4.30	4.57	4.34	4.61
The instructor fostered a positive learning environment that engaged students.	27	100%	4.78	4.91	4.29	4.59	4.26	4.57
The instructor provided prompt and meaningful feedback on my work and performance in the course.	27	100%	4.70	4.89	4.12	4.43	4.08	4.40
The instructor was instrumental to my learning in the course.	27	100%	4.74	4.89	4.02	4.35	3.99	4.36
Course content (e.g., readings, activities, assignments) was relevant & useful.	27	100%	4.30	4.45	3.81	3.97	4.10	4.21

The course fostered regular interaction between student and instructor.	27	100%	4.59	4.79	4.03	4.19	3.84	4.02
Course activities and assignments improved my ability to analyze, solve problems, and/or think critically.	27	100%	4.22	4.45	3.82	4.00	4.02	4.17
Overall, this course was a valuable educational experience.	27	100%	4.37	4.66	3.71	3.94	4.07	4.25

Term: 2019 Spring, Course: IDS2935 What Is A Man?, Sections: 1D51, Enrolled: 45						
Required Course:	Team Taught %:	Mode of Delivery:				
Questions	Responded	Response Rate	Mean	Dept Mean	College Mean	
1. Description of course objectives and assignments	44	98%	4.52	4.47	4.47	
2. Communication of ideas and information	44	98%	4.59	4.42	4.34	
3. Expression of expectations for performance in this class	44	98%	4.43	4.46	4.44	
4. Availability to assist students in or out of class	44	98%	4.73	4.41	4.43	
5. Respect and concern for students	44	98%	4.75	4.59	4.50	
6. Stimulation of interest in course	44	98%	4.70	4.35	4.36	
7. Facilitation of learning	44	98%	4.52	4.38	4.33	
8. Enthusiasm for the subject	44	98%	4.86	4.56	4.55	
9. Encouragement of independent, creative, and critical thinking	44	98%	4.75	4.55	4.41	
10. Overall rating of the instructor	44	98%	4.59	4.45	4.38	

12. GRADUATE COMMITTEE ACTIVITIES

This section will auto-populate from Graduate Information Management System (GIMS) information; it is the candidate's responsibility to check for accuracy. To update your committee information please contact your departmental/unit staff. You will need to reload the template as a PDF file after updates are made in the GIMS database. If you find an error or discrepancy, contact the Graduate School at graddata@ufl.edu. You should indicate with an asterisk on your role that a Master's committee was a non-thesis option. For active committees please indicate the anticipated completion date. When serving in a committee as a Co-Chair, please indicate the percentage level of responsibility.

Commented [HCF11]: Revise the table to only include committees from the last five years.

Commented [HCF12]: This paragraph on how to present graduate committee activity are "explanatory information." Once you use the information to review and, if necessary, correct the presentation of your grad committee activity, delete this paragraph from the final document.

Candidate's Role	Student	Major	Complete Date
Chair Master's		Women's Studies	

Chair Master's	██████████	Women's Studies	
Chair Master's	██████████	Women's Studies	May 2023
Chair Master's	██████████	Women's Studies	May 2021
Chair Master's	██████████	Women's Studies	December 2019
Chair Master's	██████████	Women's Studies	May 2019
Chair Master's	██████████	Women's Studies	May 2017
Chair Master's	██████████ ██████████	Women's Studies	May 2015
Chair Master's	██████████	Women's Studies	May 2015
Chair Master's	██████████	Women's Studies	August 2013
Chair Master's	██████████	Women's Studies	May 2013
Chair Master's	██████████	Women's Studies	May 2012
Chair Master's	██████████	Women's Studies	May 2010
Co-Chair Ph.D	██████████	English	May 2017
Member Ph.D	██████████	History	
Member Ph.D	██████████	Religion	December 2018
Member Ph.D	██████████	Sociology	December 2011
Member Master's	██████████	Mass Communication	
Member Master's	██████████	Creative Writing	May 2022
Member Master's	██████████	Religion	May 2020
Member Master's	██████████	Women's Studies	May 2020
Member Master's	██████████ ██████████	Women's Studies	May 2019
Member Master's	██████████	Women's Studies	May 2018
Member Master's	██████████	Women's Studies	August 2017
Member Master's	██████████	Women's Studies	May 2017
Member Master's	██████████ ██████████	Psychology	August 2014
Member Master's	██████████	History	May 2009

External Ph.D	[REDACTED]	Anthropology	
External Ph.D	[REDACTED]	English	
External Ph.D	[REDACTED]	English	
External Ph.D	[REDACTED]	History	
External Ph.D	[REDACTED]	Higher Education Administratn	
External Ph.D	[REDACTED]	English	
External Ph.D	[REDACTED]	History	
External Ph.D	[REDACTED]	History	
External Ph.D	[REDACTED]	Religion	
External Ph.D	[REDACTED]	Mass Communication	August 2023
External Ph.D	[REDACTED]	Mass Communication	December 2022
External Ph.D	[REDACTED]	Classical Studies	December 2022
External Ph.D	[REDACTED]	Counseling & Counselor Educatn	August 2019
External Ph.D	[REDACTED]	School Counseling & Guidance	August 2019
External Ph.D	[REDACTED]	Counseling Psychology	August 2017
External Ph.D	[REDACTED]	English	May 2017
External Ph.D	[REDACTED]	History	May 2017
External Ph.D	[REDACTED]	History	May 2017
External Ph.D	[REDACTED]	English	December 2015
External Ph.D	[REDACTED]	Religion	December 2015
External Ph.D	[REDACTED]	English	May 2014
External Ph.D	[REDACTED]	Criminology, Law, and Society	May 2013
External Ph.D	[REDACTED]	English	August 2012

18. SPONSORED PROJECTS

For cases involving a second promotion at UF, include since your last promotion. For cases involving tenure and promotion, or a first promotion at UF, include since hire at UF. In this specific case, sponsored projects from the prior institution should be put into a similarly formatted table.

Commented [HCF13]: This language is a holdover from the standard Tenure and Promotion packet. Ignore it.

Information on funding amounts for both external and internal grants and contracts should include both the amount 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. Please update, correct or add information as necessary. Expand the charts as needed.**

Commented [HCF14]: These 3 paragraphs on sponsored project details are "explanatory information." Once you use the information to review and, if necessary, correct the presentation of your sponsored project details, delete these paragraphs from the final document.

a. Funded –

1. Provide a listing of each funded grant, including the title and effective dates of the contract/grant, the amount of the award, the amount assigned to you (awarded/received to date and total anticipated over the duration of the project/award), 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.

Commented [HCF15]: This language is a holdover from the standard Tenure and Promotion packet. Ignore it.

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

Commented [HCF16]: The tables should only include funding from the last five years.

In the "year" fields, enter 1/2019-12/2023

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

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

Role	Reporting Agency	Grant Title	Dates	Awarded/ Anticipated	Candidate Allocation (\$Amount)
Co-Principal Invest	MELLON FOU, ANDREW W (2012-09854)	Creating Robust Metrics for Humanities Research Impact at the University of Florida (AWD11623)	Jan/22 - Apr/23	\$ 4,500 \$ 4,500	\$ 0

igator					

2. 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 'Sponsored Project Portfolio Report (2007 - Present)' report available at this path: Enterprise Analytics > Sponsored Program Information > Awards > Sponsored Project Portfolio Report (2007 - Present).

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

ROLE	TOTAL	Direct Costs	Indirect Costs
Principal Investigator			
Co-Principal Investigator			
Investigator			
Senior Personnel			
Sponsor of Junior Faculty			
Totals			

Commented [HCF17]: These paragraphs on the summary table of sponsored projects is "explanatory information." Once you use the information to review and, if necessary, correct the presentation of your summary table of sponsored projects, delete these paragraphs from the final document.

Commented [HCF18]: Revise the table to only include funding from the last five years.

In the "year" fields, enter 1/2019-12/2023.

29. CHAIR'S LETTER

To be entered by department/unit administrator. Candidate may respond using OPT system.

Commented [HCF19]: This is a holdover from the standard Tenure and Promotion packet. Faculty members undergoing PTR do not respond to the Chair's assessment. Ignore this.

30. DEAN'S LETTER

To be entered by college administrator. Candidate may respond using OPT system.

33. COPIES OF THE LAST FIVE ANNUAL LETTERS OF EVALUATION

To be entered by department/unit 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. Note: Do not include mid-career review report.

Commented [HCF20]: This language is a holdover from the standard Tenure and Promotion packet. Ignore it.

Commented [HCF21]: Items 29, 30, and 33 are "explanatory information" held over from the standard Tenure and Promotion packet. They should be deleted from the final document.

Commented [HCF22]: This language is a holdover from the standard Tenure and Promotion packet. Ignore it.