Contents of Full PTR Packet, Spring 2024

Blue highlighted text indicates what the faculty must upload to and certify in the OPT system on 19 April.

Content	Description	Submission Details (Through OPT System) [1]	Due Date [2]
1) 5 Years of Annual Eval. Letters	Completed and signed letters of evaluation of the faculty member: 2018-2019, 2019-2020, 2021-2022, 2022-2023	Dean's office uploads into OPT	N/A
2) Any disciplinary records	*A faculty member's disciplinary record in their personnel file* (spanning 1 Jan. 2019-31 Dec. 2023)	Dean's office uploads into OPT	N/A
3) **Raw** "PTR Template"	A pre-populated document created through the OPT system and containing data on the following: ■ Effort Tables (pulled from PeopleSoft) ■ Student Evaluations (pulled from Student Evals) ■ Graduate Committee Activity (pulled from GIMS) ■ Sponsored Projects (pulled from UFIRST)	The template will be created as a .rtf file when faculty request it through the OPT system. **Learn how to access the raw PTR Template here.**	N/A
4) **Finalized** "PTR Template"	The Raw PTR Template, reviewed, edited, and saved as .pdf ■ Download the "PTR Template" from OPT as described in Step 3 above. ■ Review the data and correct as needed. ■ Edit to remove explanatory information. ■ Save as .pdf document **Learn how to review, edit & finalize the PTR Template here.**	Faculty member uploads the .pdf of the reviewed and edited template into OPT System.	19 April 2024
5) Optional 1-pg narratives of teaching, research, and service, bundled in 1 .PDF file	*A narrative of up to one page per area of assignment highlighting accomplishments and demonstrating performance relative to assigned duties over the previous five years. The faculty member may provide additional detail and clarification of their research, teaching, service, or other contributions.* **Learn how to prepare the narratives here.**	Faculty member uploads the ONE .pdf of up to 3 narratives into OPT System	19 April 2024
6) Faculty Member's CV	Current and complete. Can encompass past 5 years (1 Jan. 2019-31 Dec. 2023) or full career.	Faculty member uploads CV into OPT System	19 April 2024
Learn how to access the OPT system and upload the three documents listed above here.			
7) Chair's Assessment	*A written assessment of the level of achievement [that] will include... if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review.* **The chair shall not assign a performance rating.**	Chair uploads into OPT system	24 April 2024
8) Dean's Letter	*Assessing the faculty member's level of achievement during the period under review... include[s] any concerns regarding professional conduct, academic responsibilities, and performance [and] the dean's recommended performance rating (Exceeds, Meets, or Does Not Meet Expectations, or Unsatisfactory) based upon the university standards and the applicable college and unit criteria.*	Dean uploads into OPT system	8 May 2024
9) Faculty Optional Response	*an optional written response* to the complete packet, added before the college transmits it to the Provost	Faculty member uploads into OPT system	13 May 2024

Once all these materials are gathered in the OPT system, the college will certify the packet and transmit it (on 14 May) to the Provost's office for the final level of review.

[1] To access the OPT system for Post-Tenure Review, follow this path, starting from the myufl.edu sign-on at https://my.ufl.edu/ps/signon.html. *Main Menu > My Self Service > Faculty Promotion & Tenure > UF Faculty Promotion & Tenure > Promotion & Tenure Packet. To download the RAW PTR packet, the next step is "Post Tenure Review with Activity." To upload your materials, the next step is "Upload/View Documents for Post Tenure Review."*

[2] Unless otherwise indicated, materials are due at 11:59 pm on the date specified.