Online Promotion & Tenure
Frequently Asked Questions: Candidate

1. *How am I kept informed of the current status of my packet?*
   Emails will be sent to you at certain stages in the process:

   i.   When the Department Reviewers assessment results have been entered

   ii.   When the Chair/Director's endorsement is entered

   iii.   When the College Review Committee votes have been entered iv.

   iv.   When the Dean/Director's endorsement is entered

   v.   At University Administration level, with any queries from the Academic Personnel Board

   vi.   If anything is added to your packet, for example, if you add an update

   You can choose whether to respond (or not) to any of these stages. Throughout the Promotion & Tenure process, you may check the status online as often as you like.

2. *How do I add further information to the packet?*
   Once you have uploaded your packet and certified it as complete you can only add documents through Section 34 – Further Information. Note that this does not delete any document in the original packet but it will stand as a corrected or a new document (depending on which Update Type you select in the system).

3. *What if I need to correct something in the packet?*
   You need to enter the revised document under Section 34 - Further Information. The Update Type will be Correction.

4. *At what stage can I no longer add any items to the packet?*
   You will be advised by the University Administrator when the review process is deemed complete and no further additions or corrections can be made.

5. *Where are the UF guidelines for P&T located?*
   You will find the guidelines at http://www.aa.ufl.edu/tenure/. Please contact Dr. Chris Hass, Deanna Nelson, or your Department Administrator if you need any further clarification on the guidelines and procedures. Contact details are given below.

6. *How do I make a Word document into a .pdf?*
   First, save your file in the usual way. That will ensure you still have it in Word format should you need to amend it at any time. To make the document a .pdf, go to Save As, then select .pdf **(see below)**

7. *I have a Mac – is it the same procedure to create a .pdf?*
   Yes, you can create a .pdf the same way.

8. *When will I know the outcome of my packet?*
    When the President has made the decision on Promotion, a letter will be sent to the Candidate. Tenure is approved by the Board of Trustees and when that decision is made, a letter will be sent to the Candidate.

9. I *will be out of the country for a few weeks – can I have a Designee who can keep me informed on the current status and represent me?*
    You can nominate a Designee who can upload your packet; however, your Designee cannot add any documents **after** you have certified the packet as complete. Note that your Designee cannot represent your case in that any decisions for example, responding to letters etc., must be undertaken by you, the Candidate. It is ultimately your responsibility to keep informed of the current status of your packet and to be available through a reliable method of communication should the need arise for you to be contacted. The OPT system is available online anywhere you have access to the internet.

10. *I am told I need a security role to access the online system – how do I get that?*
    You will be given the security role required to access the online P&T system as soon as your Department Administrator has identified you in the myUFL system as a Candidate for Promotion and/or Tenure, and a Case Number has been assigned.

ADDITIONAL HELP

FOR GENERAL QUESTIONS ON TENURE & PROMOTION
Your Department Administrator
(see http://www.aa.ufl.edu/tenure/ for a list of Department Administrators)

Dr. Chris Hass, Associate Provost for Academic and Faculty Affairs
Email: cjhass@aa.ufl.edu

Deanna Nelson, Faculty Relations Coordinator
University Promotion and Tenure Administrator
Email: opt@admin.ufl.edu

FOR TECHNICAL QUESTIONS ON THE OPT ONLINE SYSTEM
Help Desk
Tel: 352-292-4357
Email helpdesk@ufl.edu