



## University of Florida Online Promotion & Tenure (OPT) System **Frequently Asked Questions**

### **1. What is “OPT”?**

“OPT” stands for “Online Promotion & Tenure.” The OPT system is an electronic workflow process that uses MyUFL for uploading, reviewing, tracking, and signing-off on the promotion, tenure, and/or permanent status packets submitted by faculty candidates.

### **2. Who will use OPT?**

All faculty candidates who go through the promotion, tenure, and/or permanent status process will use OPT to upload, interact with and track their packets. However, note this exception: individuals who are faculty in the Assistant In series in the College of Law, IFAS, and the Health Sciences Center will not use the OPT system as the Dean/Director in those areas makes promotion decisions. These individuals should still access and use the template. They will not need any special security role to download the template.

Any faculty member who participates in the promotion, tenure, and/or permanent status review process, whether as a member of a department, a college committee (or both), or the Academic Personnel Board, will access the packets in the OPT system.

Chairs, Directors, and Deans will use the OPT system to review files, upload their letters of evaluation, and enter an endorsement statement for candidates.

Departmental and college staff who have duties involving the promotion, tenure, and/or permanent status process will use OPT.

### **3. Fundamentals of the OPT process and system:**

Promotion, tenure, and/or permanent status is not a static process no matter how the files are tracked. Participants should assume that there may be small differences each year in the process, participate in any suggested training, workshops, or information sessions, and refer to the Tenure and Promotion Information page on the Academic Affairs [website](#) for updated promotion and tenure guidelines and other related information.

#### **4. Do I have to do anything special to use OPT?**

All faculty have access to the template for each promotion, tenure and/or permanent cycle without doing anything special. When faculty members intend to be a candidate for promotion, tenure and/or permanent status, they need to notify their Chair so that the Chair can assure the faculty members are entered into the OPT system as a candidate. Faculty members considering promotion, tenure and/or permanent status should inform their Chair of their intent as early as possible (ideally in April or May), but no later than July 1. Notice provided after July 1 will not leave adequate time for all external evaluation requirements to be fulfilled.

Chairs, Directors, Deans, and college or department staff involved in the OPT process need to have special PeopleSoft roles to access the OPT system. Roles can be obtained by requesting the security role through the Departmental Security Administrator (DSAs) via the Access Request System after any required training is completed. [An instruction guide is available online here.](#)

#### **5. What kind of training is available to use OPT?**

For faculty candidates, Academic Affairs offers workshops in the spring covering the general process and provide an introduction to the OPT system. Staff who use OPT system should register to take PRO324: Supporting Tenure and Promotion Activities in Your Department, which is offered each semester by UF Human Resources. There will be several general information sessions for staff as well as specific training sessions offered in several of the colleges. Such information and special sessions will be announced in [UF@Work](#), which is shared via email and also available online.

In addition, faculty and staff can access an online Toolkit offering training modules, simulations, and instructional guides. Information is regularly added and updated. [You can access the Toolkit here.](#)

#### **6. How do I know who is going up for promotion, tenure, and/or permanent status?**

Individual faculty must notify their Chair when they believe they are ready to become candidates. As noted above in #4, providing notice as early as possible is important to allow the process to work more smoothly.

Faculty Relations will forward to each respective college a list of all faculty who are in the last year of their tenure or permanent status probationary period. Those individuals must go forward as candidates (or obtain and [approved extension](#)). If you have any questions about the list—if you believe someone's name is there in error, or that someone who should be listed is not—please contact Deanna Nelson in UFHR Faculty Relations at 352-273-1773 or email her at [Deanna.Nelson@ufl.edu](mailto:Deanna.Nelson@ufl.edu).