DATE:
March 21, 2012

TO:
Deans, Directors and Department Chairs

FROM:
Joseph Glover, Provost and Senior Vice President

SUBJECT:
University Tenure, Permanent Status, and Promotion Nominations 2012-13

Faculty members being considered for tenure, permanent status, and/or promotion in the academic year 2012-13 must receive a copy of this memorandum along with the website where they can find the University's "Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process for 2012-2013" and "Promotion, Tenure & Permanent Status Template 2012-2013" (http://www.aa.ufl.edu/tenure/). These documents also should be given to new faculty to familiarize them with our tenure and promotion process. Faculty should be aware, however, that the "Guidelines" and "Template" are updated annually.

The Provost's Office will send a list of candidates later in the spring to those units/departments that have tenure and permanent status accruing faculty. The list has the date a faculty member began accruing time towards tenure/permanent status. Please notify Janet Malphurs at 273-1737 or jmmalph@ufl.edu of any necessary corrections.

The candidate must complete, sign, and date his or her tenure and/or promotion packet to indicate the packet is complete before departmental review and voting occurs. Nominees must organize their packet according to the "Template," including the order of documents, and numbers and titles of sections.

For those units participating in the on-line pilot, additional information and training will be available in April. There are two different templates, one for paper filing and one for the on-line process. Each template requires the same information; regardless of how packets are filed, the "Guidelines" apply.

All recommendations must be in the Academic Personnel Office, 903 West University Avenue, by January 11, 2013. Please schedule college/unit meetings to ensure this deadline is met. College/department deadlines should be communicated to the faculty as soon as possible.

Thank you.