Public Health and Health Professions
Online Promotion and Tenure (OPT) cheat sheet

33 sections

Section 1 – Nominee information cover sheet, much of which will auto-populate. Candidate must waive/not waive his/her rights to review the external reviewer letters PRIOR to solicitation of the letters

Sections that the faculty member (or designee) can complete (and update as needed) through the my self service module (can be done at any time, not required only at time of P &/or T)

- Section 15 Patents and copyrights
- Section 16 Publications
- Section 17 Lectures, speeches, posters presented at professional conferences
- Section 27 Honors

Sections that auto-populate from various UF databases*

- Section 4 Effort reported, will only auto-populate back to 2011 (Dept effort coordinator)
- Section 5 Educational background (Academic Personnel Office)
- Section 7 Year tenure/permanent status was awarded by UF (Academic Personnel Office)
- Section 10 Teaching evaluations, section A only, B – peer evaluations - must be manually uploaded (UF’s online evaluation database)
- Section 12 Graduate committee activities (GIMS)
- Section 18 Contracts and grants, not all inclusive (Contracts & Grants office)

*Candidate should verify this information is correct and if not, contact the appropriate campus office noted in parentheses

Sections that are uploaded by the Department/College Administrator

- Section 8 Tenure and promotion criteria
- Section 28 Chair’s letter
- Section 29 Dean’s letter
- Section 30 Sample letter to evaluators
- Section 31 Biosketches of individuals writing solicited letters of evaluation and Letters of evaluation
- Section 32 Copies of last five annual letters of evaluation

Sections that the candidate must address directly into the template

- Section 2 Brief description of job duties
- Section 3 Areas of specialization
- Section 6 Employment
- Section 9 Teaching, advising and instructional accomplishments
- Section 11 Educational portfolio
- Section 13 Contribution to discipline/research narrative
- Section 14 Creative works or activities
- Section 15 Patents and copyrights (if not pre-populated through my self service, see above)
- Section 16 Publications (if not pre-populated through my self service, see above)
• Section 17 Lectures, speeches, posters presented at professional conferences (if not pre-populated through my self service, see above)
• Section 19 University governance and service
• Section 20 Consultations outside the University
• Section 21 Editor of scholarly journals, service on editorial advisory boards, reviewer for scholarly journals
• Section 22 International activities
• Section 23 N/A for PHHP
• Section 24 Clinical service, clinical activities, or clinical portfolio
• Section 25 Service to schools
• Section 26 Membership and activities in the profession
• Section 27 Honors (if not pre-populated through my self service, see above)
• Section 33 Further information

When to use N/A versus None
• If the section absolutely could not apply to you, use N/A (i.e. section 23 Extension Programs is only for IFAS; therefore, the proper response for PHHP is N/A)
• Another example of using N/A might be if you are a research assistant professor, then section 24 Clinical service or clinical activities would be N/A
• Use None when you COULD have activity in a particular section but you just don’t. For example, section 19 University governance and service – section a) is for university level service – if you don’t have any, put None. You COULD be assigned university service, you just haven’t been so that’s None.
• Another example of using None might be in Section 16 Publications. It is possible, (in other words, not impossible), for you to have publications, but you don’t, therefore the appropriate response is None.