

- Feb. 4** Central District Permanent Status and Promotion Workshop with IFAS HR and DED.
Orange County Extension Office, HR Session 10:00 to 1:30
- April 1** First Draft due to your CED (work with your CED to prepare the 2nd draft)
- April 14** Second Draft: **One Hard Copy** due to your DED via regular mail. Work with your mentor, CED and DED to do revisions until May 4.
- May 5** Final Draft due to your DED office (*nothing accepted after this date*) this should include your last 5 letters of evaluation (the last page/section which includes the CED and DED's signatures) 2013, 2012, 2011, 2010, 2009
*10 = Suggested names, address and Bio Reference information of references due to the DED from Agent, out of state important (DED will request letters) **Bio sketches to include: name, title, Institution, (4-5 sentences) narrative about the individual, indicating the credentials/qualifications of the evaluator. (Not how you know them). *****In a separate email, not included in the packet Send: contact information and biosketches for all Internal and External reviewers on your list in a WORD document email to nladd@ufl.edu and tmomol@ufl.edu** (Name, title, mailing address, physical address, email address and phone number of your reviewers.)
- May 19** CED and DED comments on Final Draft due back to agent
- June 6** **Final version** of Packet due in your DED's office. Also uploaded to my.ufl.edu (specific site to be determined.)
- June 6** **Final date** for Candidate to indicate on their online information cover sheet if they do or do not waive their rights to review "Letters of Evaluation" Print a copy of your cover page, sign (2 signatures required), scan and email to Nikki Wilson. nladd@ufl.edu Send one electronic copy of packet in WORD with "no external content to nladd@ufl.edu and tmomol@ufl.edu."
- June 13** DED will send request for letters of evaluations (5 external and 5 internal reviewers) (evaluation letters must be returned by July 15, 2015) (this gives reviewers 31 days)
- July 7** One scanned copy (to nladd@ufl.edu) and one hard copy (single-sided printing) of the packet due to your DED. Include bio sketches of 5 external, 5 internal evaluator of the packet *Bio sketches to include: name, title, Institution, and indicating the credentials/qualifications of each evaluator. (4-5 sentences) narrative. *The packet need not include the district vote or the DED's letter if they are not yet available. All other materials must be included. (last opportunity to check before forwarding to HR on July 11th, 2015)
- August 4** One electronic copy of the packet due to DED's office < Nikki Wilson nladd@ufl.edu > DED to send packets to County no later than Aug 8, for voting, to be completed by Aug. 22.
- August 22** All County votes due to DED offices

These dates are from HR – no flexibility

July 11	Draft Due (to be submitted by the DED's Office) to IFAS HR for review	One hard copy and an electronic copy
July 25	Comments from IFAS HR to candidate	Candidate receives comments and corrections from HR.
August 4	Candidate to Upload and Certify final packet to my.ufl.edu	Upload and Certify final packet
August 11	HR – Certify for faculty	Add required items (external letters etc.)
August 25	Department Assessment to Candidate. (Voting results) Add to cover sheet and inform candidate of results	The candidate has 5 calendar days from the date submitted to request a meeting with the chair or to submit a written response.
September 2	DED Reference Letter - Last day for DED to forward the letter to the candidate.	The candidate has 10 calendar days thereafter to submit a written response if s/he chooses to do so. The packet cannot be forwarded to the next step until the candidate either submits a response, indicates in writing that s/he will not respond, (email to DED is

<i>September 2 continued</i>		<i>acceptable) or 10 days have passed, whichever is first. (September 12 last day) Any written response shall be placed in the packet after the chair/ director letter.</i>
September 15th	Chair's Endorsement	
October 27 to October 31	After reviewing the materials, including any response by the candidate to the individual assessments of the IFAS committee members, the dean should write a letter conveying his or her recommendation to the president.	Within five days, the dean must forward this letter to the candidate and the department chair/director.
November 5	Assessments to candidate from IFAS Committee	The candidate then has 10 calendar days to request a meeting with the dean (<i>before December 18th</i>) and/or to submit a written response (Nov. 15 th last day to schedule) <i>The packet cannot be forwarded to the next step until the candidate either submits a response, indicates in writing that s/he will not respond, or 10 days have passed, whichever is first.</i>
November 15 (Saturday)	Last day for the candidate to request a meeting with the lead dean and/or submit a written response regarding the IFAS Committee Assessments.	*Any written response shall be placed in the packet after the chair/director letter.
December 15	Last date for the lead dean to forward the letter to the candidate and the chair/ director.	The candidate then has 10 calendar days* to request a meeting with the dean and/or to submit a written response if desired. <i>The packet cannot be forwarded to the next step until the candidate either submits a response, indicates in writing that s/he will not respond, or 10 days have passed, whichever is first.</i> <i>*However, because of the UF holiday closing between Christmas and New Year's additional time (until <u>January 2</u>) will be given to schedule this meeting if requested by the nominee.</i>
January 2, 2015	Last date for the candidate to request a meeting with the dean and/or submit a written response to the dean's letter.	Any written response shall be included in the packet after the dean's letter.
January 8, 2015	Deans Endorsement	
***January 12 (Tentative)	State and County packets due to UF Academic Personnel.	

General information:

After the candidate has verified her/his packet, no materials can be added to, deleted from, or changed in it without the candidate's consent (except inadvertent omissions, assessments by committees or administrators charged with review, or clarifications and documentation of assertions made by the candidate when requested in writing by official reviewing bodies). A copy of any additions, deletions, and/or changes to the supporting materials in the packet made by anyone other than the candidate, shall be sent or personally delivered to the faculty member within five days. This includes results of the votes and copies of both the chair's/director's and the dean's letters.

The candidate may add or change materials in the packet by supplying a copy of the changes to the chair/director (prior to the departmental vote) or to the college office (after the packet leaves the department), provided that after alteration the packet contains all required materials. Any additions or changes should be included in Section 33 of the packet; **do not change the original submissions themselves**. The date of the changes and the name of the person making the adjustment must be recorded in the packet.

Any request by the candidate for a meeting must be made within the stated limit, but the meeting may or may not take place until after the deadline. In either case, any written response will be added to the packet.

*Due to various holidays, the calendar limits referenced in the Provost guidelines have been extended for certain actions.