Extension District Deadline for Promotion, Permanent Status, Packets 2012

**February**
District Promotion workshops with IFAS HR and DED

**March 23rd**
First Draft for All Packets due to DED electronically
* communicate with individual DED on review process

**April 20th**
Second Draft due to DED
* communicate with individual DED on review process

**May 11th**
Final Draft due to DED (nothing accepted after this date, this is statewide)
*10 = Suggested names, address and bio information of references due to DED from Agent, out of state evaluation letters are very important (DEDs will request letters)

* Bio references to include: name, title, (4-5 sentences) narrative about the individual, not how you know them

**May 25th**
CED and DED comments on Final Draft due back to agent

**June 7th**
Final version of Packet uploaded to my.ufl.edu (specific site to be determined) and to your DED office

**June 7th**
Final date for candidate to indicate on their online information cover sheet if they do or do not waive their right to review “Letters of Evaluation”

**June 14th**
DED will request Letters of Evaluation
*Letters (up to 10) must be returned by July 10, 2012

**July 13th**
DED emails one copy to IFAS HR for review format
*The packet need not include the district vote, letters of evaluation, and the DED letter if they are not yet available. All other material must be included. More the better....

*Comments will be returned to candidate by July 30

**July 16th**
Packets available to District Faculty online for review and voting

**August 6th**
Upload Final Packet to my.ufl.edu

**August 10th**
All District Faculty votes due and are submitted online
(“abstain” or “did not vote” not acceptable option)

**August 27th**
District votes/assessments added to the cover sheet and candidate is informed
*The candidate has five calendar days thereafter to request a meeting with the DED or to submit a written response
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september 4th  ded reference letter to be completed and posted
*the candidate has ten 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 (email to ded is acceptable) that s/he will not respond, or 10 days have passed, whichever is first.
*any written response shall be placed in the packet after the chair/director letter

september 5th  last date for the candidate to request a meeting with the ded to discuss the district votes/assessment

september 14th  last date for the candidate to submit a written response to the ded letter

october 29th  ifas tenure/permanent status and promotion committee meet to begin reviewing packets

november 6th  ifas committee assessments are sent to the candidates.
*the candidate then has ten calendar days to request a meeting with the dean before december 18 and/or to submit a written response if desired.
*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.

november 16th  last date 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 17th  the dean’s letter conveying his or her recommendation to the uf president is added to the packet
*the candidate has ten calendar days thereafter to request a meeting with the dean or to submit a written response. however, because of the uf holiday closing between christmas and new year’s, additional time (until january 2) will be given to schedule this meeting if requested by the nominee.

- endorsement letter by dean completed january 7

- academic personnel committee
  - packets due january 9

genral information:
the candidate may add, delete, or change materials in the packet by supplying a copy 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. the date of the addition, deletion, or change and the name of the person making the adjustment must be recorded in the packet on the actual page being added, deleted, or changed.

any request by the candidate for a meeting must be made within the ten-day limit, but the meeting may or may not take place until after the deadline. in either case, a written response will be added to the packet if requested by the candidate.