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

33 sections

Section 1 – 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, or Posters
- Section 27 Honors

Sections that auto-populate from various UF databases*
- Section 5 Educational Background (Academic Personnel Office)
- Section 7 Year tenure/permanent status was awarded (Academic Personnel Office)
- Section 10 Teaching Evaluations (UF’s online evaluation database)
- Section 12 Graduate Committee Activities (GIMS)

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

Sections that are uploaded by the Department/College Administrator
- Section 8 Tenure/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 specializations
- Section 4 Assignment since last promotion
- Section 6 Employment
- Section 9 Teaching, advising and/or instructional accomplishments
- Section 11 Educational portfolio
- Section 13 Contributions to discipline/research narrative
- Section 14 Creative works or activities
- Section 15, 16 and 17 (if not pre-populated through my self service, see above)
- Section 18 Contracts and grants
- Section 19 University governance and service
- Section 20 Consultation outside the University
- Section 21 Editor of scholarly journal, service on editorial advisory board, or reviewer for scholarly journal
• Section 22 International activities  
• Section 23 N/A for PHHP  
• Section 24 Clinical service or clinical activities  
• Section 25 Service to schools  
• Section 26 Membership and activities in the profession  
• Section 27 (if not pre-populated through my self service, see above)

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 Section 16 Publications. You could have publications but you don’t but it’s possible that you could (in other words, it’s not impossible), therefore the appropriate response is None.