

# POST TENURE REVIEW

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Please follow the steps below to access the FEA system to verify and input missing information and download your dossier.

### How To Access the FEA System

1. Login to My UFL
2. Main Menu
3. My Self Service
4. Fac Excellence and Advancement

### To Download your PTR Dossier from FEA

1. Select the Reporting tab
2. Vitas and Biosketches
3. Post Tenure Review Dossier
4. Start date should be **01/01/2021** and the end date should be **12/31/2025**

### **FEA Activity Manager Instruction Guides**

<https://hr.ufl.edu/professional-development/toolkits/faculty-excellence-advancement/>

**Name:** Al Gator

**UFID:** 77777777

**Department:** Medicine

**Rank:** PROF

### 1. EFFORT REPORTED

Term/Year	Teaching	Research	Service	Extension	Clinical	Sabbatical	Leave	Other	Total
Fall 2025									
Summer 2025									
Spring 2025									
Fall 2024									
Summer 2024									
Spring 2024									
Fall 2023									
Summer 2023									
Spring 2023									

Fall 2022									
Summer 2022									
Spring 2022									
Fall 2021									
Summer 2021									
Spring 2021									

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**\* A TABLE LIKE THIS WILL BE AUTOPOPULATED FROM CERTIFIED EFFORT DATA.**

Populated assignments can updated to reflect accurate percentages but the table format must not be altered. Make sure that the percentages for each term/year equal 100%. This is where you are spending your time, not sources of your salary.

\*Applicants with two primary appointments must consolidate the assignments in one effort table to show proportional activity across both appointments. For example: an applicant with two 0.50 FTE appointments who has a 100% research assignment in one and a 0% research assignment in the other, will report a 50% research assignment.

\* There should be only one table in the submitted packet.

If you are part-time your effort should still add up to 100%, but please note in the narratives that you are part-time.

\*Note: Overload and adjunct appointments should not be included in the dossier.

\*If you have questions about the effort reported, contact your unit effort reporting coordinator.

**2. YEAR TENURE/PERMANENT STATUS WAS AWARDED BY THE UNIVERSITY OF FLORIDA**

**3. TEACHING EVALUATIONS**

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**UF TEACHING EVALUATIONS WILL AUTOPOPULATE IN THIS SECTION.**

If you have any questions as to the accuracy or completeness of the data, send a query to [evaluations@ufl.edu](mailto:evaluations@ufl.edu) and [GatorEvals-Support@ufl.edu](mailto:GatorEvals-Support@ufl.edu). Any inaccuracies must be corrected in the database to be permanent. If any corrections are made in the Evaluation database, you will need to save and reload the template again as a PDF file. Do NOT

remove the summary of all teaching evaluations sections.

NOTE: The departmental and college means are calculated using only either undergraduate or graduate courses, depending on the level of the course being evaluated.

In cases where the number of responses is greater than the number enrolled, provide a footnote explanation.

**Summary Table**

Course	Term	Enroll #	Candidate Overall		Department Overall		College Overall	
			Instructor	Course	Instructor	Course	Instructor	Course
XXX7200	Spring 2017	57	5.00	0.00	4.39	0.00	4.30	0.00
XXX6021	Fall 2015	142	4.40	0.00	4.39	0.00	4.37	0.00

*Term: Spring 2017, Course: XXX7200 Elect Top/Medicine, Sections: XXX, Enrolled: 57*

Questions	Responded	Response Rate	Mean	Dept Mean	College Mean
Description of course objectives and assignments	1	2%	5.00	4.47	4.37
Communication of ideas and information	1	2%	5.00	4.51	4.44
Expression of expectations for performance in this class	1	2%	5.00	4.48	4.36
Availability to assist students in or out of class	1	2%	5.00	4.57	4.42
Respect and concern for students	1	2%	5.00	4.62	4.51

#### 4. STUDENT MENTORING

##### A. GRADUATE COMMITTEE ACTIVITIES

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THIS SECTION WILL AUTO-POPULATE FROM GRADUATE INFORMATION MANAGEMENT SYSTEM (GIMS) INFORMATION. It is the candidate's responsibility to check for accuracy. To update your committee information, please contact your departmental/unit staff. You will need to reload the template as a PDF file after updates are made in the GIMS database. If you find an error or discrepancy, contact the Graduate School at [graddata@ufl.edu](mailto:graddata@ufl.edu). You should indicate with an asterisk on your role that a Master's committee was a non-thesis option. For active committees, please indicate the anticipated completion date. When serving in a committee as a Co-Chair, please indicate the percentage level of responsibility.

Candidate's Role	Student	Major	Complete Date
External Ph.D			
External Ph.D			
Member Ph.D			
Member Master's			
External Ph.D			
Member Ph.D			
External Ph.D			

**B. STUDENT MENTORING**

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Describe individuals and groups mentored by category below. Indicate, if available, the achievements and accomplishments of mentees. List any individual research mentees. Describe any group mentees, e.g. residency interest groups.

**5. SPONSORED PROJECTS**

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**THIS INFORMATION WILL AUTOPOPULATE FROM UFIRST DATA AND THE SCHOLARSHIP PORTION (Other Awards and Gifts) OF THE ACTIVITY MANAGER**

Note:

“Awarded” = total dollars encumbered by the sponsor under notices of awards already received by UF over the lifetime of the award to date.

“Anticipated” = total dollars that the sponsor has indicated UF should expect to be encumbered in connection with this award, if it reaches its currently anticipated end date. Should be identical to “Awarded” for grants that have already closed.

“Candidate Allocation” = portion of the already received “Awarded” amount that has been distributed to UF internal project(s) on which the candidate serves or served as project manager.

**a. Funded -**

**List of Funding - External (2021 - 2025)**

Role	Reporting Agency	Grant Title	Dates	Awarded/Anticipated	Candidate Allocation (\$Amount)

Role	Reporting Agency	Grant Title	Dates	Awarded/Anticipated	Candidate Allocation (\$Amount)

**Summary of Grant Funding - (2021 - 2025)**

Role	Total
Principal Investigator	
Key Person	
Co-PD/PI	
Co-Investigator	
Total	

A short narrative explanation of grant funding may be included.

**b. Submitted – Pending Decision**

**c. Submitted – But Not Funded**