

PREPARING THE DISTINGUISHED PROFESSOR / CURATOR NOMINEE TEMPLATE

The first step in the OPT process is to identify the Distinguished Professor/Curator nominee and add that person in OPT. The Distinguished Professor/Curator application is available to Department Admin and College Admin for them to download for the faculty member. Because this is an award and not a promotion, candidates may not nominate themselves and must be nominated by the dean.

The candidate cannot access his or her template or add any documents to his or her packet until he or she has been identified as a nominee and added to OPT.

The award of Distinguished Professor/Curator follows the same calendar cycle as that for tenure and promotion. Please refer to separate guidelines issued each year by the Provost for the Distinguished Professor/Curator award. The award process will use the OPT system, and the appropriate form will be available in OPT to dean-level administrators for download. Criteria for the award are available at <http://fora.aa.ufl.edu/provost/IndependentFora/Distinguished-Professors>.

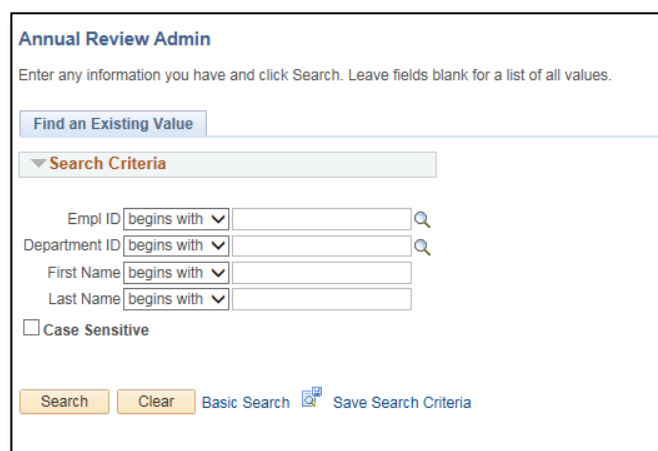
Note: To avoid any issues with pop-ups, please turn off the Pop-Up Blocker on the machine you are using. If you need assistance with this, please contact the UF Help Desk on 352-392-4357.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure > OPT Department Admin > Annual Review Admin

Enter relevant info for the nominee and click Search.



Annual Review Admin
Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID begins with

Department ID begins with

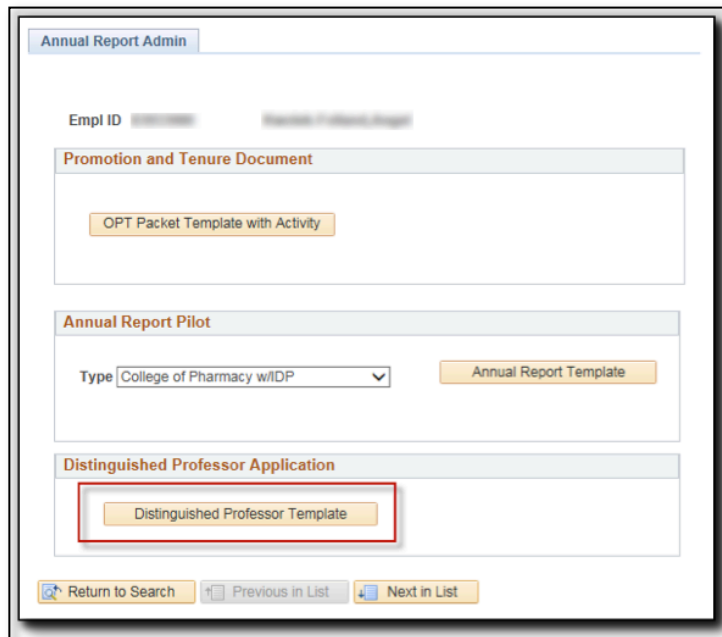
First Name begins with

Last Name begins with

Case Sensitive

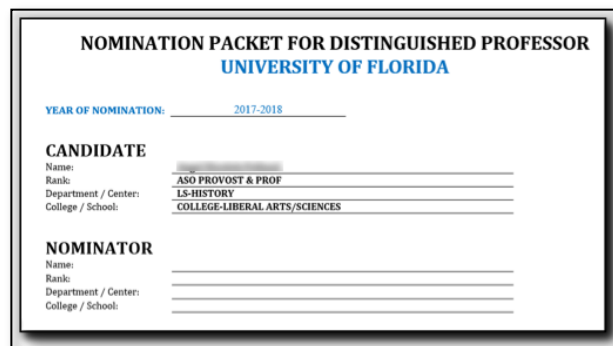
OPENING THE DISTINGUISHED PROFESSOR TEMPLATE

1. Click the **Distinguished Professor Template** tab.



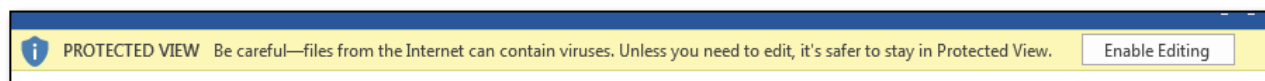
The screenshot shows the 'Annual Report Admin' interface. It has three main sections: 'Promotion and Tenure Document' with an 'OPT Packet Template with Activity' button; 'Annual Report Pilot' with a dropdown menu set to 'College of Pharmacy w/IDP' and an 'Annual Report Template' button; and 'Distinguished Professor Application' with a 'Distinguished Professor Template' button highlighted by a red rectangular box. At the bottom, there are navigation buttons: 'Return to Search', 'Previous in List', and 'Next in List'.

2. Click the Open button on the “Do you want to open or save UF_PT_DSTGP.rtf” window to open the template.



The screenshot shows a nomination packet form titled 'NOMINATION PACKET FOR DISTINGUISHED PROFESSOR UNIVERSITY OF FLORIDA'. It includes a 'YEAR OF NOMINATION' field with '2017-2018' entered. Below are sections for 'CANDIDATE' and 'NOMINATOR', each with fields for Name, Rank, Department / Center, and College / School. The candidate information is partially filled: Rank is 'ASO PROVOST & PROF', Department / Center is 'LS-HISTORY', and College / School is 'COLLEGE-LIBERAL ARTS/SCIENCES'.

3. Click the **Enable Editing** button.



4. Complete the first page of the nomination packet by entering the following:
 - a. Nominator’s name
 - b. Chair
 - c. Dean

- d. Other internal evaluators (if applicable)
- e. First, Second and Third external evaluator.

NOTE: External evaluators to be completed at the time of the final packet submission.

- 5. Once you have downloaded the template for the nominee and completed the first page, you will then send it to the nominee for other sections of the packet that was not auto-populated to be completed and for the packet to be reviewed by the nominee.

Sections 2, 3, 5, 6, and 13 are auto-populated.