University of Florida

SALARY PLAN FOR PROFESSORS
Guidelines 2011-12
October 28, 2011

The Salary Plan for Professors (SPP) is designed to recognize the high-quality performance of eligible senior faculty who have contributed to the full life of the University over the previous seven years in their assigned areas of teaching, scholarship/creative activity, and service. Under this program, senior faculty are eligible for a nine percent pay increase effective in 2012-13 based on the performance standards for promotion to professor. The pay increase is for the state portion of the appointment.

Eligibility for Consideration.

Professors (including Distinguished Professors), Eminent Scholars, Graduate Research Professors, Distinguished Service Professors, Curators, Librarians, and Extension Agents IV are eligible to submit a dossier for this award in AY 2011-12 if they first held their current academic rank in 2005-2006, or if they last received an SPP award in 2006-2007. The Provost’s Office will provide the deans with a list of eligible faculty. Departments and colleges should review the list and contact Janet Malphurs (jmalph@ufl.edu) if there are any discrepancies.

To qualify, a senior faculty’s record should provide clear evidence that s/he has been highly productive in teaching, scholarship, and service during the previous seven years.

Faculty who receive this award will not be eligible for consideration again until after six years have elapsed.

Dossier Contents.

Candidates must submit a dossier prepared according to the “Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process for 2011-2012,” and these supplemental guidelines:

(a) no internal or external letters of evaluation should be included in the dossier (except departmental annual evaluations),

(b) information should be included in the dossier for the preceding seven years only, except in the case of teaching evaluations, which should be included for the preceding five years, and

(c) a cover sheet should be attached to the dossier with the faculty member’s name, UFID, department/school/program, campus address and phone number, academic rank, date of most recent promotion or award (in the case of Distinguished Professor), and the candidate’s signature.
General Evaluation Process:

A copy of any material added to, deleted from, or changed in the SPP dossier by anyone other than the candidate after the consideration process begins, must be provided to the candidate within 5 days. The candidate has 5 days in which to supply a brief and concise response, which must be added to the SPP dossier. The dossier cannot be forwarded to the next step until the candidate has responded or 5 days have elapsed, whichever is first. This includes the chairs’ and deans’ evaluative statements.

Except by consent of the candidate, there can be no anonymous material in the dossier except for student evaluations.

Process in Departments/Programs.

All eligible candidates will be evaluated initially in their departments and programs by chairs or directors, with the assistance of the tenure and promotion committee(s) using departmental promotion criteria. If all full professors are eligible for this award in a department or program, then only the chair or director will review the eligible candidates. The chair or director should also submit a letter to the dean ranking all the candidates submitting packets and a statement for each candidate explaining the assessment. Each statement should be no more than 750 words. If the chair or director is eligible for the award, the dean will rank that person separately. Assistant and associate deans who are eligible will be evaluated within their departments. Chairs and assistant/associate deans will be evaluated on the basis of their teaching, research, and administrative service. All rankings are advisory to the dean of the college.

Process in Colleges/Academic Units:

The recommendations of the departments and programs will be reviewed by the deans of the colleges, with the assistance of their college tenure and promotion committees and using college promotion criteria. If all full professors or a significant majority of full professors on the college tenure and promotion committee are eligible for the salary increase, the dean may appoint other full professors to advise him/her. Where possible, these appointments should be from prior members of the college tenure and promotion committee. Additional appointments should strive for disciplinary representation.

The deans must submit a positive or negative recommendation for each candidate to the President and Provost, indicating which candidates are most qualified, with a statement (no more than 750 words for each candidate) explaining why. All dean recommendations are advisory to the President and Provost.

The dossiers of all eligible professors submitting dossiers, whether recommended or not by the dean, must be sent to the Academic Personnel Office, HRS Building, 903 West University Avenue by March 11, 2012 for the university-level review process.
University Process.

The university process will consist of a review by the Academic Personnel Board (hereafter “APB”), which is advisory to the President and Provost, and a final decision by the President on the recipients of the special pay increases. The APB will use the dossiers, the letters provided by the chairs and deans, and department, college, and university criteria to determine their recommendations, and forward these to the President and Provost.

If any member of the APB is recommended by her or his college for the salary adjustment, the President will replace that APB member with a former member of the APB willing to serve. In making any substitutions, the President will strive for broad representation in the composition of the APB. The final decision on these salary increases shall be made by the President.

The salary increases will take effect in the 2012-2013 fiscal year. If you have questions, contact Janet Malphurs, Assistant Director, Academic Personnel at jmmalphp@ufl.edu or Angel Kwolek-Folland, Associate Provost at akf@aa.ufl.edu.