



University Committee Training Manual

Electronic Promotion and Tenure System

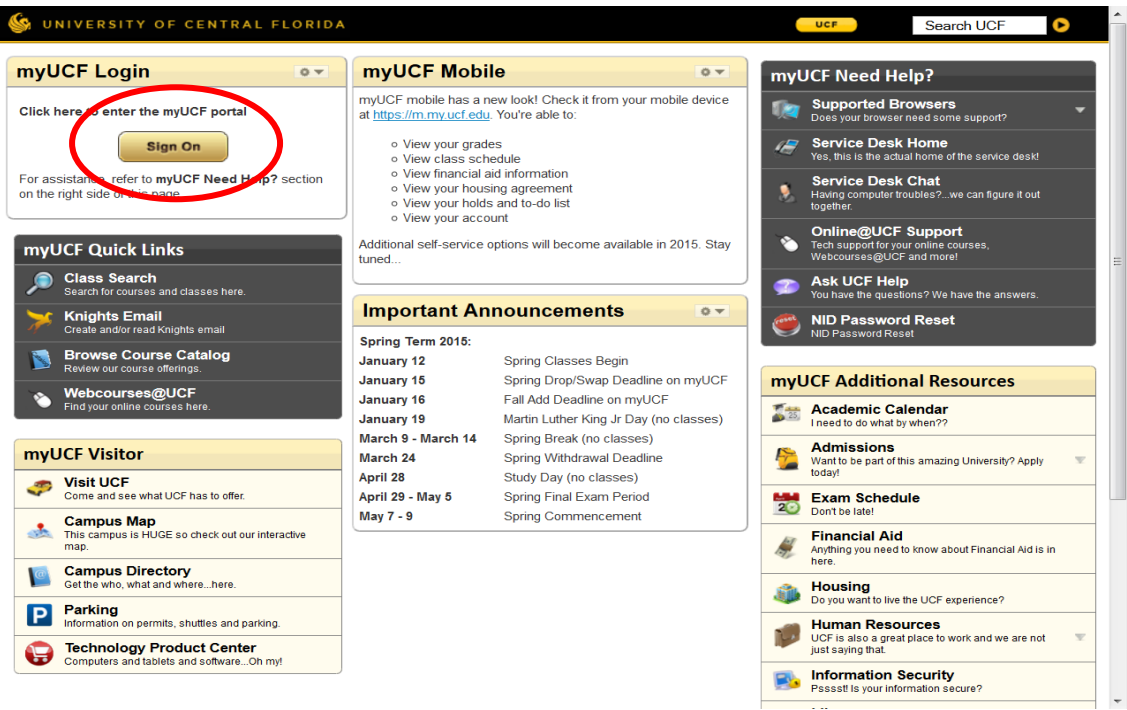
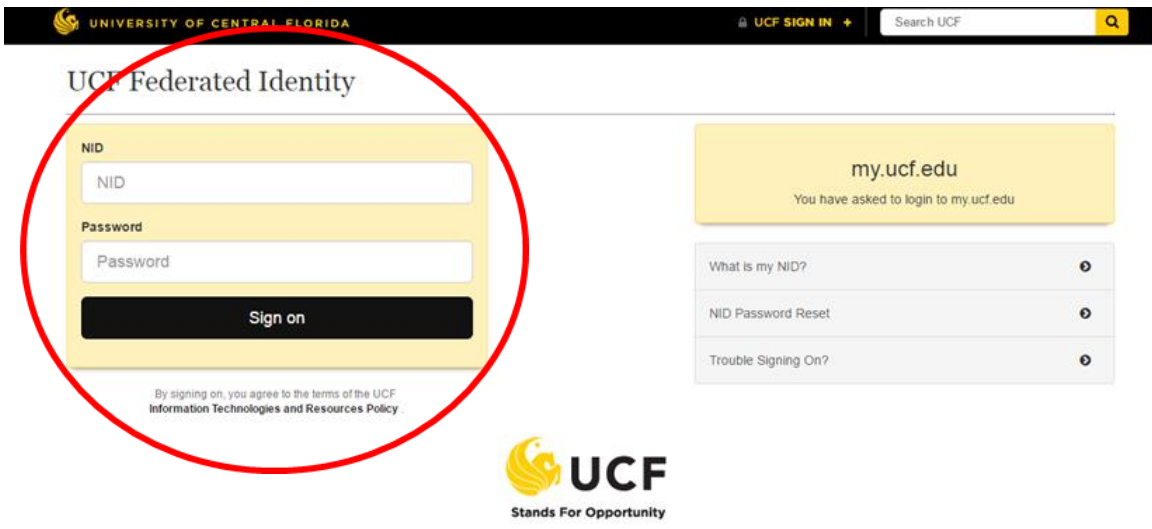
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Accessing and Viewing the Dossier
Entering the Votes
Uploading the Signature List
Completing the Committee's Evaluation
- Part II [Committee Members: Pages 9-12](#)
Accessing and Viewing the dossier

If you have any questions, please contact FacultyExcellence@ucf.edu or 407-823-1113.

Please visit our website at www.facultyexcellence.ucf.edu.

PART I. Committee Chair Only

<p>1.</p>	<p>Navigate to my.ucf.edu. Select "Sign On."</p> 
<p>2.</p>	<p>Sign on using your NID and password.</p> 

3. Click on the "Work Center" tab.

The screenshot shows the top navigation bar of the University of Central Florida website. The 'Work Center' tab is highlighted with a red circle. Below the navigation bar, there are three main sections: 'myUCF Menu' with a list of links including Academic Resources, Staff Applications, and various self-service options; 'Featured Topics' which currently displays 'There are no featured topics to display at this time.'; and 'Mobile Version' which offers options to view grades, class schedule, financial aid information, housing agreements, holds, and accounts. A 'Degree Audit' section is also visible, containing links for 'Graduate Plan of Study' and 'Degree Audit'.

4. Click on "My Worklist."

The screenshot shows the 'Promotion & Tenure' page. The 'My Worklist' link is highlighted with a red circle. Below the link, there is a list of actions: 'Start a New eP&T', 'Edit or Withdraw an eP&T Currently in Process', and 'View-Only Access to eP&Ts'. Each action includes a brief description of its purpose and any restrictions.

5. After selecting "My Worklist," a screen similar to the following will display. Click on the candidate's name to open the dossier.

Worklist

Worklist for fed_ptunivcomm: PT Univ Comm

[Detail View](#) Worklist Filters [] Feed []

From	Date From	Work Item	Worked By Activity	Priority	Link		
Lucretia Lynn Cooney	10/24/2016	Notification Worklist	Notification		PROMOTEN.NTE.Cooney.Lucretia	Mark Worked	Reassign

Click here to open the dossier.

Do NOT use this button.

6. Use the tabs at the top of the page to navigate through the dossier.

Use these tabs to navigate through the dossier.

[Candidate Info](#) | [Department Committee](#) | [Department Chair](#) | [College Committee](#) | [College Dean](#) | [University Committee](#)

Evaluate Dossier

Step 1 of 6: Candidate Information

[Go to Attachments](#)

Candidate Information

Empl ID: First Name: Lucretia Last Name: Cooney eForm ID: 610500

This button takes the user to the dossier attachments.

7. To view the attachments, first ensure that your pop-up blocker is disabled. Then, select the “View” button for each dossier file.

Link to Regulation & General Dossier Requirements

Dossier Files		Find	First	1 of 11	Last
01-Summary Statement	Size: 83,885 bytes	View	Delete	+	
610500_1_1_Summary_Statement.pdf	Uploaded: 08/23/2016 3:34:29PM				
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete	+	
610500_2_2_Curriculum_Vita.pdf	Uploaded: 08/23/2016 3:35:11PM				
03-Curriculum Vitae to Reviewers	Size: 87,282 bytes	View	Delete	+	
610500_3_Curriculum_Vita_to_Reviewers.pdf	Uploaded: 08/23/2016 3:35:28PM				

Click the “View” buttons to review the dossier files.

8. After the committee reviews and votes on the dossier, enter the votes, upload the signature list and complete the committee’s evaluation.

Candidate Info | Department Committee | Department Chair | College Committee | College Dean | **University Committee**

Evaluate Dossier

Step 6 of 6: University Committee Analysis of Candidate Information

Candidate Information

Name of faculty member evaluated: Lucretia Cooney eForm ID: 610500
Current rank: Asoc Dir Acad Sup Svcs
Pathway Type & Year: Non-Tenure Earning Faculty Regular 2016-2017
Application Type: Promotion & Tenure Promotion only Tenure only
Applying to rank (if applicable): Professor, Non-Tenure Earning

Committee Votes

Promotion:

- number of votes FOR promotion
- number of votes AGAINST promotion
- abstain

After reviewing the appropriate guidelines and the dossier in its entirety, clearly indicate the committee’s analysis of the candidate’s qualification and achievements in teaching, research and other creative activities, service or other university duties.

Overall Comments - explain reasoning for committee votes

Select the “University Committee” tab

Enter the tally of the vote(s) for Promotion and/or Tenure, as applicable.

Committee Chairs may use the interactive boxes to complete the evaluation OR may upload a PDF instead. If uploading a PDF, enter “Uploaded as PDF” in each box and follow instructions on page 7.

9. To upload the committee’s signature list, scroll down to the attachments at the bottom of the page.

21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_15_College_Committee_Evaluation.pdf	Uploaded: 08/31/2016 1:50:08PM			
23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			

1. Click the “+” sign to add a row(s) to upload required document(s).

21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_15_College_Committee_Evaluation.pdf	Uploaded: 08/31/2016 1:50:08PM			
23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List*	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

2. After adding a row, click the dropdown arrow and select “University P&T Committee Signature List.” (Scroll to bottom of page for link to blank form; see page 8.)

3. Click “Attach” to browse for and upload the document. Please be patient. The document may take a few moments to upload, depending on size.

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_17_University_Committee_Signature_List.pdf	Uploaded: 10/26/2016 3:20:59PM			

4. When the file name appears, the file has successfully uploaded.

10. To upload the committee's evaluation, scroll down to the attachments at the bottom of the page. Follow this step only if you are not using the interactive boxes to complete the evaluation, as explained in Step 8.

21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_15_College_Committee_Evaluation.pdf	Uploaded: 08/31/2016 1:50:08PM			
23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			

1. Click the "+" sign to add a row(s) to upload required document(s).

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_17_University_Committee_Signature_List.pdf	Uploaded: 10/26/2016 3:20:59PM			
25b-University P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
Uploaded:				

2. After adding a row, click the dropdown arrow and select "University P&T Committee Evaluation Document."

3. Click "Attach" to browse for and upload the document. Please be patient. The document may take a few moments to upload, depending on size.

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_17_University_Committee_Signature_List.pdf	Uploaded: 10/26/2016 3:20:59PM			
25b-University P&T Committee Evaluation Document	Size: 83,885 bytes	View	Delete	+
610500_18_University_Committee_Evaluation.pdf	Uploaded: 10/26/2016 3:32:50PM			

4. When the file name appears, the file has successfully uploaded.

11. To submit the committee's evaluation and send it on to the next step, scroll down to the buttons at the bottom of the page.

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_14_College_Committee_Signature_List.pdf	Uploaded: 08/31/2016 1:41:45PM			
21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_15_College_Committee_Evaluation.pdf	Uploaded: 08/31/2016 1:50:08PM			

Print Committee Signature Template

< Previous

Reviewed

Hold/Save

Click here to obtain blank Committee signature list form.

BUTTONS ARE AT THE BOTTOM OF THE PAGE

"Hold/Save" saves the dossier, but does not forward it.

"Reviewed" forwards the dossier to the next step.

PART II. Committee Members

1. Navigate to my.ucf.edu. Select "Sign On."

The screenshot shows the my.ucf.edu homepage. At the top, there is a navigation bar with the University of Central Florida logo, the text "UNIVERSITY OF CENTRAL FLORIDA", a "UCF" button, and a search bar labeled "Search UCF". Below the navigation bar, the page is divided into several sections:

- myUCF Login:** A yellow box with the text "Click here to enter the myUCF portal" and a prominent "Sign On" button circled in red. Below this, it says "For assistance, refer to myUCF Need Help? section on the right side of this page."
- myUCF Mobile:** A yellow box with the text "myUCF mobile has a new look! Check it from your mobile device at <https://m.my.ucf.edu>. You're able to:" followed by a list of mobile features: "View your grades", "View class schedule", "View financial aid information", "View your housing agreement", "View your holds and to-do list", and "View your account".
- myUCF Need Help?:** A dark grey box with several links: "Supported Browsers", "Service Desk Home", "Service Desk Chat", "Online@UCF Support", "Ask UCF Help", and "NID Password Reset".
- myUCF Quick Links:** A dark grey box with links for "Class Search", "Knights Email", "Browse Course Catalog", and "Webcourses@UCF".
- myUCF Visitor:** A yellow box with links for "Visit UCF", "Campus Map", "Campus Directory", "Parking", and "Technology Product Center".
- Important Announcements:** A yellow box with a table of dates and events for the Spring Term 2015.
- myUCF Additional Resources:** A yellow box with links for "Academic Calendar", "Admissions", "Exam Schedule", "Financial Aid", "Housing", "Human Resources", and "Information Security".

2. Sign on using your NID and password.

The screenshot shows the UCF Federated Identity login page. At the top, there is a navigation bar with the University of Central Florida logo, the text "UNIVERSITY OF CENTRAL FLORIDA", a "UCF SIGN IN" button, and a search bar labeled "Search UCF". Below the navigation bar, the page is divided into several sections:

- UCF Federated Identity:** A large yellow box with the text "UCF Federated Identity" and a "Sign on" button circled in red. Below this, it says "By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy."
- my.ucf.edu:** A yellow box with the text "my.ucf.edu" and "You have asked to login to my.ucf.edu".
- What is my NID?:** A grey box with a question mark icon.
- NID Password Reset:** A grey box with a question mark icon.
- Trouble Signing On?:** A grey box with a question mark icon.

3. Click on the "Work Center" tab.

UNIVERSITY OF CENTRAL FLORIDA

UCF Search UCF

Home Page Student Message Center Online Course Tools Dashboards Informational Resources **Work Center**

Home | Content | Layout | Help | Feedback | Sign out

myUCF Menu

- Academic Resources
- Staff Applications
- Student Self Service
- Employee Self Service
- Manager Self Service
- Faculty/Advisor Self Service
- Reporting Tools
- CS&T Custom
 - Knights Access Login
 - Change my NID Password
 - Update my Challenge Questions
 - Knights Email
 - UCF Home Page
 - UCF COM Home Page

Featured Topics

There are no featured topics to display at this time.

Mobile Version

Would you like to try our new mobile site? You're able to:

- View your grades
- View class schedule
- View financial aid information
- View your housing agreement
- View your holds and to-do list
- View your account

Access <https://m.my.ucf.edu> from your mobile device!

Degree Audit

- Graduate Plan of Study**
Provides a current status report of Graduate program requirements towards graduation
- Degree Audit**
Interactive progress toward Undergraduate degree program completion

4. Click on "View-Only Access to eP&Ts."

UNIVERSITY OF CENTRAL FLORIDA

UCF Search UCF

Home Page Student Message Center Online Course Tools Dashboards Informational Resources **Work Center**

Home | Content | Layout | Help | Feedback | Sign out

Promotion & Tenure

- My Worklist**
Work the items that have been routed to you.
- Start a New eP&T**
Candidates, use this link to initiate a new eP&T, which will then be routed to the appropriate reviewers. Once an eP&T has been started, you will not be able to access your eP&T through this link. You must use the link below to make changes.
- Edit or Withdraw an eP&T Currently in Process**
Candidates, use this link to make changes to an eP&T that is currently in process. Only eP&Ts that have not had final approval or been withdrawn will be accessible.
- View-Only Access to eP&Ts**
Use this link for a read-only view of eP&Ts, including information about its handling so far. Candidates will not be able to access their personal eP&T through this link. Committee members will only have access during their review window.

5. Click on "Search" to bring up all dossiers.

View a Dossier

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

[Find an Existing Value](#)

Search Criteria

eForm ID: begins with

Workflow Form Type: begins with

Workflow Form Status: =

Empl ID: begins with

First Name: begins with

Last Name: begins with

Original Operator: begins with

Original Date: =

Last Date: =

Last Operator: begins with

Case Sensitive

Limit the number of results to (up to 300):

Basic Search

Click "search" to bring up all dossiers.

Click any of the headings to sort the dossiers (i.e. by first name, last name, etc.).

Search Results

View All First 1-3 of 3 Last

eForm ID	Workflow Form Type	Workflow Form Status	Empl ID	First Name	Last Name	Original Operator	Original Date	Last Date	Last Operator
610502	PROMOTEN	On Hold		Kelsey	Miller		08/24/2016	08/24/2016	
610500	PROMOTEN	Part Apprv		Lucretia	Cooney		08/23/2016	08/23/2016	

Click anywhere on an individual's line to open the dossier.

6. Use the tabs at the top of the page to navigate through the dossier.

Use these tabs to navigate through the dossier.

Candidate Info | Department Committee | Department Chair | College Committee | College Dean | University Committee

Evaluate Dossier

Step 1 of 6: Candidate Information

Go to Attachments

Candidate Information

Empl ID: First Name: Lucretia Last Name: Cooney eForm ID: 610500

This button takes the user to the dossier attachments.

7. To view the attachments, select the "View" button for each dossier file.

Link to Regulation & General Dossier Requirements

Dossier Files

File Name	Size	View	Delete
01-Summary Statement 610500_1_1_Summary_Statement.pdf	83,885 bytes Uploaded: 08/23/2016 3:34:29 PM	View	Delete
02-Curriculum Vitae 610500_2_2_Curriculum_Vita.pdf	83,885 bytes Uploaded: 08/23/2016 3:35:01 PM	View	Delete
03-Curriculum Vitae to Reviewers 610500_3_Curriculum_Vita_to_Reviewers.pdf	87,282 bytes Uploaded: 08/23/2016 3:35:28 PM	View	Delete

Click the "View" buttons to review the dossier files.

Click here to return to the list of dossiers.

Use these buttons to navigate to the previous/next dossier item.

Return to Search | Previous in List | Next in List