



**Faculty  
Excellence**

**Training Manual for College Dean Designee Role  
Electronic Promotion and Tenure System**

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

UNIVERSITY OF CENTRAL FLORIDA

myUCF Login

Click here to enter the myUCF portal

**Sign On**

For assistance, refer to myUCF Need Help? section on the right side of this page.

myUCF Quick Links

- Class Search**  
Search for courses and classes here.
- Knights Email**  
Create and/or read Knights email.
- Browse Course Catalog**  
Review our course offerings.
- Webcourses@UCF**  
Find your online courses here.

myUCF Visitor

- Visit UCF**  
Come and see what UCF has to offer.
- Campus Map**  
This campus is HUGE so check out our interactive map.
- Campus Directory**  
Get the who, what and where...here.
- Parking**  
Information on permits, shuttles and parking.
- Technology Product Center**  
Computers and tablets and software...Oh my!

myUCF Mobile

myUCF mobile has a new look! Check it from your mobile device at <https://m.my.ucf.edu>. 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

Additional self-service options will become available in 2015. Stay tuned...

Important Announcements

Spring Term 2015:

January 12	Spring Classes Begin
January 15	Spring Drop/Swap Deadline on myUCF
January 16	Fall Add Deadline on myUCF
January 19	Martin Luther King Jr Day (no classes)
March 9 - March 14	Spring Break (no classes)
March 24	Spring Withdrawal Deadline
April 28	Study Day (no classes)
April 29 - May 5	Spring Final Exam Period
May 7 - 9	Spring Commencement

myUCF Need Help?

- Supported Browsers**  
Does your browser need some support?
- Service Desk Home**  
Yes, this is the actual home of the service desk!
- Service Desk Chat**  
Having computer troubles?...we can figure it out together.
- Online@UCF Support**  
Tech support for your online courses, Webcourses@UCF and more!
- Ask UCF Help**  
You have the questions? We have the answers.
- NID Password Reset**  
NID Password Reset

myUCF Additional Resources

- Academic Calendar**  
I need to do what by when??
- Admissions**  
Want to be part of this amazing University? Apply today!
- Exam Schedule**  
Don't be late!
- Financial Aid**  
Anything you need to know about Financial Aid is in here.
- Housing**  
Do you want to live the UCF experience?
- Human Resources**  
UCF is also a great place to work and we are not just saying that.
- Information Security**  
Passst! Is your information secure?

## 2. Sign on using your NID and password.

UNIVERSITY OF CENTRAL FLORIDA

UCF SIGN IN + Search UCF

UCF Federated Identity

NID

NID

Password

Password

**Sign On**

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy.

my.ucf.edu

You have asked to login to my.ucf.edu

- What is my NID?
- NID Password Reset
- Trouble Signing On?

UNIVERSITY OF CENTRAL FLORIDA

3. Click on the “Work Center” tab.

The screenshot shows the top navigation bar of the University of Central Florida website. The navigation tabs include Home Page, Student Message Center, Online Course Tools, Dashboards, Informational Resources, and Work Center. The Work Center tab is highlighted with a red circle. Below the navigation bar, there are three main content areas: myUCF Menu, Featured Topics, and Mobile Version. The myUCF Menu lists various services such as Academic Resources, Staff Applications, and Reporting Tools. The Featured Topics area is currently empty. The Mobile Version section offers options to view grades, class schedule, financial aid information, housing agreement, holds, and account. Below these sections is a Degree Audit section with links for Graduate Plan of Study and Degree Audit.

4. Click on “My Worklist.”

The screenshot shows the UCF Work Center page. The navigation bar includes Home Page, Online Course Tools, Dashboards, Informational Resources, and Work Center. The Work Center tab is active. The main content area is titled "UCF Work Center" and contains three links: My Worklist, Faculty eP&T Home Page, and Faculty eAwards Home Page. The My Worklist link is circled in red. The My Worklist link description reads: "Work the items that have been routed to you." The Faculty eP&T Home Page link description reads: "In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier." The Faculty eAwards Home Page link description reads: "In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application."

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\_ptdeandes: PT College Dean Designee

[Detail View](#) Worklist Filters  Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	
PT College Comm	09/30/2016	Notification Worklist	Notification		<a href="#">PROMOTEN, NTE, Cooney, Lucretia</a>	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

Personalize | Find | View All | | First 1 of 1 Last

Click here to open the dossier.

Do NOT use this button.

6. After opening the dossier, click the “College Committee” tab to review the committee’s vote and evaluation.

Click here to view the committee’s vote and evaluation.

[Candidate Info](#) [Department Committee](#) [Department Chair](#) [College Committee](#)

### Evaluate Dossier

Step 1 of 4: Candidate Information

**Candidate Information**

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

**7. Review the vote count and evaluation comments.**

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

**Evaluate Dossier**

Step 4 of 4: College 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:  
5 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.

text

**Overall Comments - explain reasoning for committee votes**

text

**Review the promotion and/or tenure vote count, as applicable.**

**If the committee chair did not use these interactive boxes to complete the committee's evaluation, scroll down to the attachments at the bottom of the page to view the uploaded evaluation document.**

**8. Review the attached college committee signature list.**

Click "View" to review the college committee signature list. Confirm that all committee members who voted signed the form and that the number of signatures matches the vote count shown in Step 7.

13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM		
17a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete
610500_13_Department_Committee_Signature_List.pdf	Uploaded: 08/31/2016 9:35:37AM		
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete
610500_12_Department_Committee_Evaluation.pdf	Uploaded: 08/29/2016 8:49:41AM		
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		

<< Previous      Reviewed      Hold/Save  
Recycle to Committee

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

**9. If the committee did not use the evaluation boxes shown in Step 7, review the attached pdf document.**

13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM		
17a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete
610500_13_Department_Committee_Signature_List.pdf	Uploaded: 08/31/2016 9:35:37AM		
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete
610500_12_Department_Committee_Evaluation.pdf	Uploaded: 08/29/2016 8:49:41AM		
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		

<< Previous      Reviewed      Hold/Save  
Recycle to Committee

[Candidate Info](#) | [Department Co](#)

Click "View" to review the college committee's evaluation document, if the committee did not complete the interactive boxes shown in Step 7.

**10. Scroll down to the bottom of the page to send the dossier to the next step (candidate review) or recycle it back to the committee for revision.**

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		

<< Previous

Reviewed Hold/Save  
Recycle to Committee

**“Reviewed” forwards the dossier to the candidate.**  
**“Hold/Save” saves the dossier, but does not forward it.**  
**“Recycle to Committee” forwards the dossier back to the college committee chairperson for revision.**