



**Faculty  
Excellence**

**Training Manual for College Deans  
Electronic Promotion and Tenure System**

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

The screenshot shows the my.ucf.edu homepage. The top navigation bar includes the University of Central Florida logo, a 'ucf' dropdown menu, and a search bar. The main content area is divided into several sections:

- myUCF Login:** A yellow box with the text "Click here to enter the myUCF portal" and a red circle around the "Sign On" button. Below it, 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. It also mentions "Additional self-service options will become available in 2015. Stay tuned..."
- 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 listing dates and events for Spring Term 2015, such as Spring Classes Begin, Spring Drop/Swap Deadline, Fall Add Deadline, Martin Luther King Jr Day, Spring Break, Spring Withdrawal Deadline, Study Day, Spring Final Exam Period, and Spring Commencement.
- myUCF Need Help?:** A dark grey box with links for Supported Browsers, Service Desk Home, Service Desk Chat, Online@UCF Support, Ask UCF Help, and NID Password Reset.
- 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. The top navigation bar includes the University of Central Florida logo, a "UCF SIGN IN +" button, and a search bar. The main content area is divided into several sections:

- UCF Federated Identity:** A large yellow box containing a login form with fields for "NID" and "Password", and a "Sign On" button. This entire section is circled in red.
- my.ucf.edu:** A yellow box with the text "You have asked to login to my.ucf.edu".
- Help Links:** A grey box with links for "What is my NID?", "NID Password Reset", and "Trouble Signing On?".
- UCF Logo:** The University of Central Florida logo is located at the bottom center of the page.

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', 'Featured Topics', and 'Mobile Version'. The 'myUCF Menu' section lists various services like Academic Resources, Staff Applications, and Student Self Service. The 'Featured Topics' section 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, there is a 'Degree Audit' section with two options: 'Graduate Plan of Study' and 'Degree Audit'.

4. Click on “My Worklist.”

The screenshot shows the 'UCF Work Center' page. The 'Work Center' tab is selected in the navigation bar. The main content area is titled 'UCF Work Center' and contains three items: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The 'My Worklist' item is highlighted with a red circle and includes the text 'Work the items that have been routed to you.' Below it, the 'Faculty eP&T Home Page' and 'Faculty eAwards Home Page' items provide brief descriptions of their respective functions.

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\_ptcollegedean: PT College Dean

Detail View Worklist Filters [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	
Lucretia Lynn Cooney	10/04/2016	Notification Worklist	Notification		<a href="#">PROMOTEN: NTE: Cooney, Lucretia</a>	<input type="button" value="Mark Worked"/> <input type="button" value="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. Click “Go to Attachments” to view the dossier files.

Use these tabs to navigate through the dossier.

Evaluate Dossier

Step 1 of 5: Candidate Information

Candidate Information

eForm ID: 610500 ?

Empl ID: First Name: Lucretia Last Name: Cooney

**7. Click “View” to review each dossier file.**

[Link to Regulation & General Dossier Requirements](#) ?

Dossier Files		Find	First	16 of 16	Last
01-Summary Statement	Size: 83,885 bytes	View	Delete	+	
610500_1_1_Summary_Statement.pdf	Uploaded: 08/23/2016 3:34:29 PM				
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete	+	
610500_2_2_Curriculum_Vita.pdf	Uploaded: 08/23/2016 3:35:01 PM				
03-Curriculum Vitae to Reviewers	Size: 87,282 bytes	View	Delete	+	
610500_3_Curriculum_Vita_to_Reviewers.pdf	Uploaded: 08/23/2016 3:35:28 PM				
04-College P & T Guidelines	Size: 83,885 bytes	View	Delete	+	
610500_4_3_College_Guidelines.pdf	Uploaded: 08/23/2016 3:37:46 PM				

Click the “View buttons to review the dossier files.

**8. After reviewing the dossier files, click the “College Dean” tab to enter the recommendation and evaluation.**

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

### Evaluate Dossier

Step 1 of 5: Candidate Information

#### Candidate Information

eForm ID: 610500 ?

Empl ID:

First Name: Lucretia

Last Name: Cooney

To begin working on the College Dean’s evaluation, click here.

9. Enter the Dean’s recommendation by clicking on the dropdown arrow and selecting “FOR” or “AGAINST.” Deans may use the interactive box to complete the evaluation narrative, or may upload a pdf document instead.

**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

**Comments and Recommendations**

\*Promotion Recommendation: FOR

Click on the dropdown arrow to select the promotion and/or tenure recommendations, as applicable.

\*The following statement details the basis on which the above recommendations were made:

The Dean may use this box to complete the evaluation OR may write “uploaded as a PDF” in this box and upload a pdf document instead (See Step 10).

10. To upload the evaluation in PDF format, scroll down to the attachments at the bottom of the page. Follow this step only if you are not using the interactive box to complete the evaluation, as explained in Step 9.

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			
23-College Dean Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

1. Click the “+” sign to add a row.
2. Click the drop-down arrow and select “College Dean Evaluation Document.”
3. Click “Attach” to upload the document.

**11. After completing the evaluation, click one of the buttons at the bottom of the page.**

23-College Dean Evaluation Document Size: 89,489 bytes View Delete +

610500\_16\_College\_Dein\_Evaluation.pdf Uploaded: 10/11/2015 8:55:06AM

<< Previous Reviewed Hold/Save

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

**“Reviewed” forwards the dossier to the candidate.**

**“Hold/Save” saves the dossier, but does not forward it.**