



**Department Chair/Unit Head Training Manual
Electronic Promotion and Tenure System**

Contents:

- Part I** **[Verification of Dossier Contents](#)**
The Department Chair/Unit Head reviews the dossier for completeness, certifies the contents and forwards it to the department committee.
- Part II** **[Review and Forwarding of Department Committee's Evaluation](#)**
The Department Chair/Unit Head reviews the department committee's evaluation and forwards it to the candidate for review.
- Part III** **[Department Chair's Evaluation](#)**
The Department Chair/Unit Head completes an evaluation of the dossier and forwards it to the candidate for review.

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. Department Chair/Unit Head Verification of Dossier Contents

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 "UCF", and a search bar. Below the navigation bar, the page is divided into several sections:

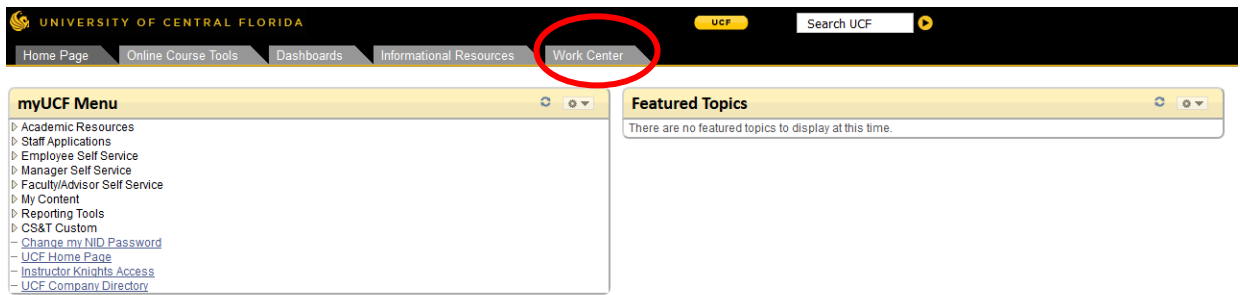
- myUCF Login:** A yellow box with the text "Click here to enter the myUCF portal" and a red circle around the "Sign On" button. Below it, it says "For assistance, refer to myUCF Need Help? section on the right side of my.ucf.edu."
- myUCF Mobile:** A yellow box with the text "myUCF mobile has a new look! Check it from your mobile device at <https://m.my.ucf.edu>. You're able to:" followed by a list of 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 list of dates and events for Spring Term 2015, including "Spring Classes Begin", "Spring Drop/Swap Deadline on myUCF", "Fall Add Deadline on myUCF", "Martin Luther King Jr Day (no classes)", "Spring Break (no classes)", "Spring Withdrawal Deadline", "Study Day (no classes)", "Spring Final Exam Period", and "Spring Commencement".
- 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.

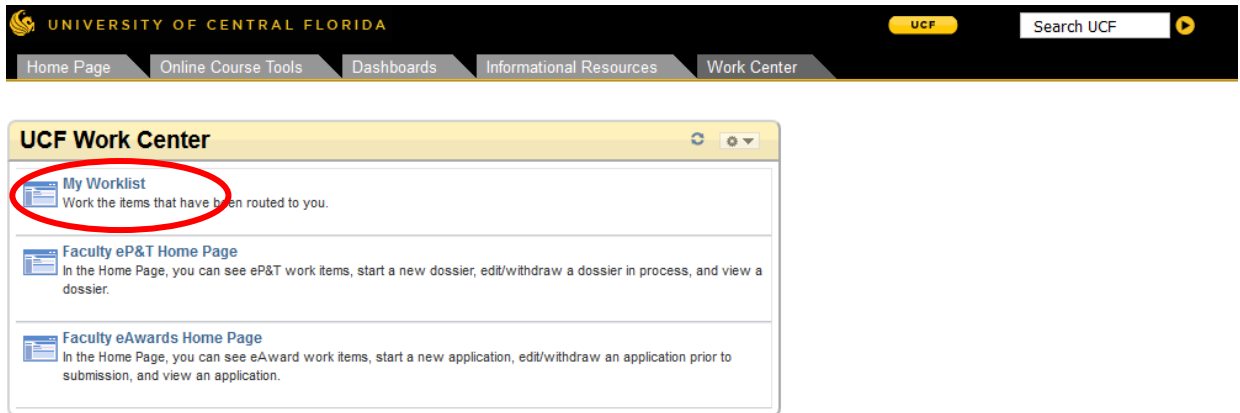
The screenshot shows the my.ucf.edu sign-on page. At the top, there is a navigation bar with the University of Central Florida logo, the text "UCF SIGN IN +", and a search bar. Below the navigation bar, the page is divided into several sections:

- UCF Federated Identity:** A yellow box with a red circle around it containing a form with two input fields: "NID" and "Password", and a "Sign On" button.
- my.ucf.edu:** A yellow box with the text "my.ucf.edu" and "You have asked to login to my.ucf.edu".
- Help Links:** A grey box with three links: "What is my NID?", "NID Password Reset", and "Trouble Signing On?".
- UCF Logo:** The University of Central Florida logo at the bottom center.

3. Click on the "Work Center" tab.



4. Click on "My Worklist."



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_ptdeptchair: PT Dept Chair

Detail View Worklist Filters [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	
Eileen H Guarino	08/09/2016	Notification Worklist	Notification		PROMOTEN: T/TE: Guarino, Eileen	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

Click here to open the dossier.

Do NOT use this button.

6. After opening the dossier, review all uploaded information. If the dossier is complete, check both boxes in the “Certifications” area.

Certifications ?

	Message Text	Description	
<input checked="" type="checkbox"/>	Faculty Certification - Publications		?
<input checked="" type="checkbox"/>	Faculty Certification - Grants and Contracts		?
<input type="checkbox"/>	Department Chair Certification - Publications	I certify that the publications, creative and scholarly products listed in this dossier are cited correctly and represent the original contributions by the named faculty candidate above.	
<input type="checkbox"/>	Department Chair Certification - Grants and Contracts	I certify that the information related to all grants and contracts listed in this dossier accurately reflect the role(s) played by the named faculty candidate above.	

Complete the certifications.

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

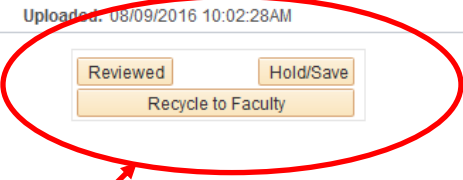
Dossier Files Find First 1-10 of 10 Last

01-Impact Statement	Size: 18,714 bytes	<input type="button" value="View"/>	<input type="button" value="Delete"/>
650790_1_SAMPLE_Statement_of_Impact.pdf Uploaded: 07/18/2017 2:57:57PM			
02-Curriculum Vitae	Size: 12,183 bytes	<input type="button" value="View"/>	<input type="button" value="Delete"/>
650790_2_SAMPLE_CV.pdf Uploaded: 07/18/2017 2:58:23PM			

Review each uploaded document by clicking “View.”

7. After reviewing the dossier, click one of the buttons at the bottom of the page.

574639_10_08_teaching.pdf	Uploaded: 08/09/2016 10:02:10AM
08-Research & Creative Activities	Size: 83,991 bytes View Delete
574639_9_06_Research__Creative_Activity.pdf	Uploaded: 08/09/2016 10:01:43AM
09-Service Activities	Size: 83,991 bytes View Delete
574639_11_07_Service.pdf	Uploaded: 08/09/2016 10:02:28AM



“Reviewed” forwards the dossier to the department committee.

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

“Recycle...” forwards the dossier back to the candidate for revision.

PART II. Department Chair/Unit Head Review and Forwarding of Department Committee's Evaluation

1.	Navigate to the dossier by following Steps 1 through 5 in Part I, above.
2.	<p>After opening the dossier, click the “Department Committee” tab to review the department committee’s vote count and evaluation comments.</p>

3. Review the attached department committee signature list.

Click "View" to review the department 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 2.

08-Research & Creative Activities	Size: 83,991 bytes	View	Delete
574639_9_06_Research___Creative_Activity.pdf	Uploaded: 08/09/2016 10:01:43AM		
09-Service Activities	Size: 83,991 bytes	View	Delete
574639_11_07_Service.pdf	Uploaded: 08/09/2016 10:02:28AM		
13a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete
574639_12_Department_Committee_Signature_List.pdf	Uploaded: 08/09/2016 11:41:56AM		

<< Previous Reviewed Hold/Save
Recycle to Committee

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

4. 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.

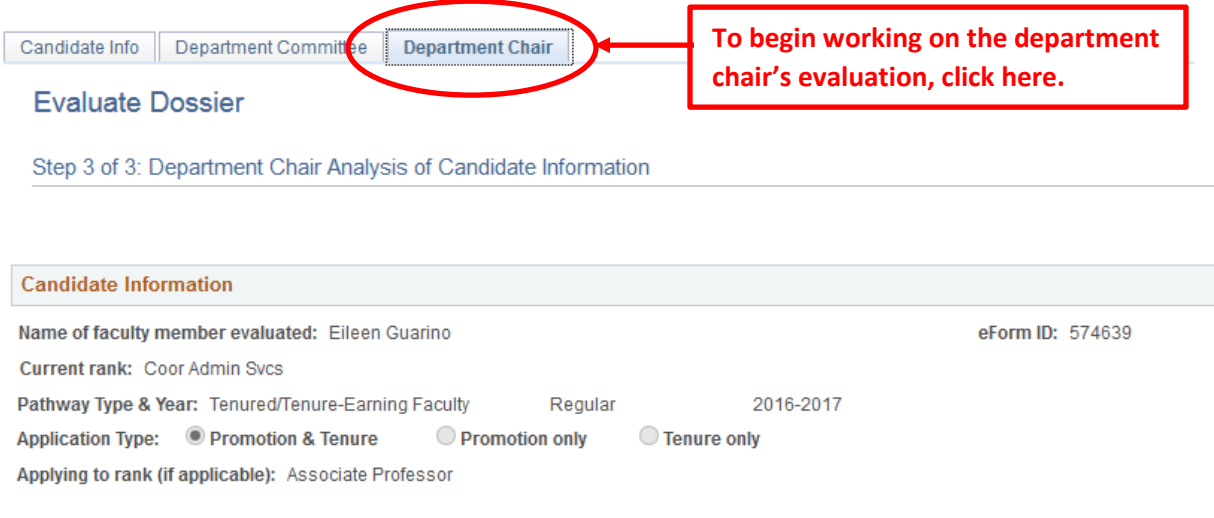
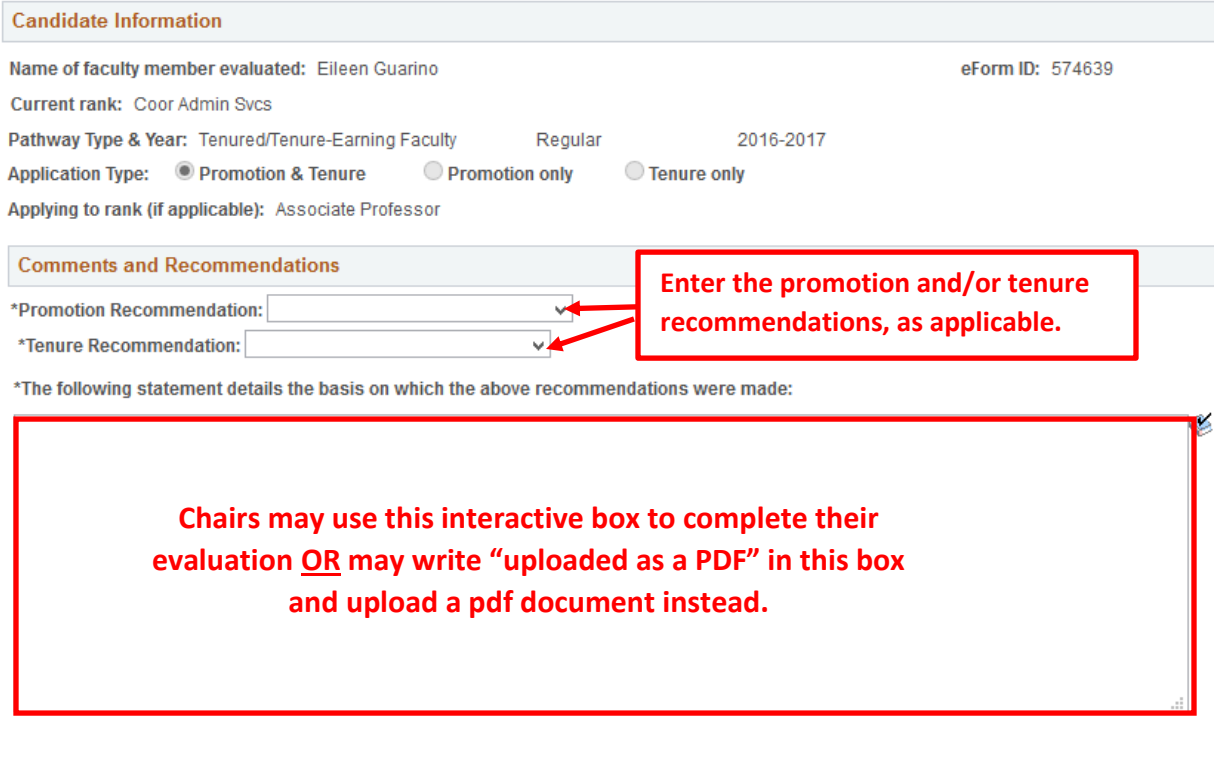
08-Research & Creative Activities	Size: 83,991 bytes	View	Delete
574639_9_06_Research___Creative_Activity.pdf	Uploaded: 08/09/2016 10:01:43AM		
09-Service Activities	Size: 83,991 bytes	View	Delete
574639_11_07_Service.pdf	Uploaded: 08/09/2016 10:02:28AM		
13a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete
574639_12_Department_Committee_Signature_List.pdf	Uploaded: 08/09/2016 11:41:56AM		

<< Previous Reviewed Hold/Save
Recycle to Committee

[Candidate Info](#) | [Department 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 department committee chairperson for revision.**

PART III. Department Chair/Unit Head Evaluation of Dossier

1.	<p>Navigate to the dossier by following Steps 1 through 5 in Part I, above.</p>
2.	<p>After opening the dossier, click the “Department Chair” tab.</p>
	
3.	<p>Enter the promotion and/or tenure recommendations and complete the written evaluation.</p>
	

4. To upload the evaluation in PDF format, scroll down to the attachments at the bottom of the page.

13a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete	+
574639_12_Department_Committee_Signature_List.pdf	Uploaded: 08/09/2016 11:41:56AM			
15-Department Chair Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

<< Previous

Reviewed Hold/Save

Recycle to Faculty

Click the "+" to add a row. Use the drop-down box to show options. Click "Attach" to upload the document.

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

15-Department Chair Evaluation Document	Size: 0 bytes	Attach	Delete	
	Uploaded:			

<< Previous

Reviewed Hold/Save

Recycle to Faculty

"Reviewed" forwards the dossier to the candidate.
"Hold/Save" saves the dossier, but does not forward it.
"Recycle..." forwards the dossier back to the candidate.