



**Department Committee Training Manual  
Electronic Promotion and Tenure System**

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Accessing and Viewing the Dossier

If you have any questions, please contact [FacultyExcellence@ucf.edu](mailto:FacultyExcellence@ucf.edu) or 407-823-1113.

Please visit our website at [www.facultyexcellence.ucf.edu](http://www.facultyexcellence.ucf.edu).

## PART I. Committee Chairs Only

### 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...On 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...

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**  
Passes! Is your information secure?

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

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

UNIVERSITY OF CENTRAL FLORIDA

UCF SIGN IN + Search UCF

## UCF Federated Identity

NID

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 '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 Self Service. The 'Featured Topics' section is currently empty. The 'Mobile Version' section promotes a new mobile site with links to view grades, class schedules, financial aid, housing agreements, holds, and accounts. Below these sections, there 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 'My Worklist' link is highlighted with a red circle. Below the 'My Worklist' link, there are two other links: 'Faculty eP&T Home Page' and 'Faculty eAwards Home Page'. The 'My Worklist' link is described as 'Work the items that have been routed to you.' The 'Faculty eP&T Home Page' is described as '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' is described as '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\_ptdeptcomm: PT Dept Comm

Detail View Worklist Filters [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
PT Dept Chair	09/23/2016	Notification Worklist	Notification		<a href="#">PROMOTEN NTE Cooney Lucretia</a>		

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 the “Candidate Info” and “Department Committee” tabs to navigate through the dossier.

Candidate Info | Department Committee

Evaluate Dossier

Step 1 of 2: Candidate Information

Go to Attachments

Candidate Information

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

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 Find First 1-11 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 3:35:01PM			
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**

Select the “Department Committee” tab

Evaluate Dossier

Step 2 of 2: Department Committee Analysis of Candidate Information

Candidate Information

Name of faculty member evaluated: Lucretia Cooney eForm ID: 610500  
Current rank: Assoc 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

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

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.

Interactive evaluation box

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.

Overall Comments - explain reasoning for committee votes

Overall Comments box

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

12-Teaching Activities Summary and Evidence	Size: 83,885 bytes	View	Delete	+
610500_10_5a_Teaching.pdf	Uploaded: 08/23/2016 3:40:56PM			
13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			

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

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: 0 bytes	Attach	Delete	+
Uploaded:				

**2. After adding a row, click the dropdown arrow and select “Department 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.**

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_12_Department_Committee_Signature_List.pdf	Uploaded: 08/26/2016 3:33:20PM			

**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.**

12-Teaching Activities Summary and Evidence	Size: 83,885 bytes	View	Delete	+
610500_10_5a_Teaching.pdf	Uploaded: 08/23/2016 3:40:56PM			
13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			

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

13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			
17b-Department P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

**2. After adding a row, click the dropdown arrow and select “Department 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.**

13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			
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			

**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.**

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

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."

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

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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**  
Psssst! 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

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?

UCF 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 bar includes the UCF logo, the text "UNIVERSITY OF CENTRAL FLORIDA", a search box labeled "Search UCF", and a menu with tabs: "Home Page", "Student Message Center", "Online Course Tools", "Dashboards", "Informational Resources", and "Work Center". The "Work Center" tab is circled in red. Below the navigation bar, there are three main content areas: "myUCF Menu" with a list of links including "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", and "UCF COM Home Page"; "Featured Topics" with the message "There are no featured topics to display at this time."; and "Mobile Version" with a list of options: "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". Below the "Mobile Version" section, there is a "Degree Audit" section with two options: "Graduate Plan of Study" and "Degree Audit".

4. Click on "Faculty eP&T Home Page."

The screenshot shows the "UCF Work Center" page. The navigation bar at the top includes the UCF logo, the text "UNIVERSITY OF CENTRAL FLORIDA", and a menu with tabs: "Home Page", "Online Course Tools", "Dashboards", "Informational Resources", and "Work Center". The "Work Center" tab is highlighted. Below the navigation bar, there is a "UCF Work Center" section with three items: "My Worklist" with the description "Work the items that have been routed to you."; "Faculty eP&T Home Page" with the description "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."; and "Faculty eAwards Home Page" with the description "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." The "Faculty eP&T Home Page" item is circled in red.

5. 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 can be accessed.

**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.

6. 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: = [ ] [B]

Last Date: = [ ] [B]

Last Operator: begins with [ ]

Case Sensitive

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

Search Clear Basic Search

**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 Appr		Lucretia	Cooney		08/23/2016	08/23/2016	

Click "search" to bring up all dossiers.

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

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

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

Use the "Candidate Info" and "Department Committee" tabs to navigate through the dossier.

This button takes the user to the dossier attachments.

The screenshot shows the 'Evaluate Dossier' interface. At the top, there are two tabs: 'Candidate Info' and 'Department Committee'. Below the tabs, the page title is 'Evaluate Dossier' and the current step is 'Step 1 of 2: Candidate Information'. A 'Go to Attachments' button is highlighted with a red circle. Below this, there is a section titled 'Candidate Information' with fields for 'Empl ID:', 'First Name: Lucretia', and 'Last Name: Cooney'. An 'eForm ID:' field is also present.

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

Link to Regulation & General Dossier Requirements ?

Dossier Files Find First 11 of 11 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			

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.

The screenshot shows a table of dossier files. Each row contains a file name, its size, and two buttons: 'View' and 'Delete'. The 'View' buttons are circled in red. Below the table, there are three navigation buttons: 'Return to Search', 'Previous in List', and 'Next in List'. Arrows point from the text boxes to the corresponding buttons.