



**Faculty
Excellence**

**Joint Chair Evaluation Training Manual
Electronic Promotion and Tenure System**

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

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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 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
- Service Desk Home
- Service Desk Chat
- Online@UCF Support
- Ask UCF Help
- NID Password Reset

myUCF Quick Links

- Class Search
- Knights Email
- Browse Course Catalog
- Webcourses@UCF

myUCF Visitor

- Visit UCF
- Campus Map
- Campus Directory
- Parking
- Technology Product Center

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 Additional Resources

- Academic Calendar
- Admissions
- Exam Schedule
- Financial Aid
- Housing
- Human Resources
- Information Security

2. Sign on using your NID and password.

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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?

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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 services, 'Featured Topics' (currently empty), and 'Mobile Version' with a list of mobile site features. A 'Degree Audit' section is also visible at the bottom right.

4. Click on “Faculty eP&T Home Page.”

The screenshot shows the 'UCF Work Center' page. The 'Faculty eP&T Home Page' link is highlighted with a red circle. The page lists three items: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The 'Faculty eP&T Home Page' description states: '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.'

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

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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.

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: =

Last Date: =

Last Operator: begins with

Case Sensitive

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

Search 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
610500	PROMOTEN	Part Apprv		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 3:34:29PM			
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.

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. The 'View' buttons for each file are circled in red. Below the table, there are three navigation buttons: 'Return to Search', 'Previous in List', and 'Next in List'. The 'Return to Search' button has a magnifying glass icon, 'Previous in List' has a left arrow icon, and 'Next in List' has a right arrow icon.