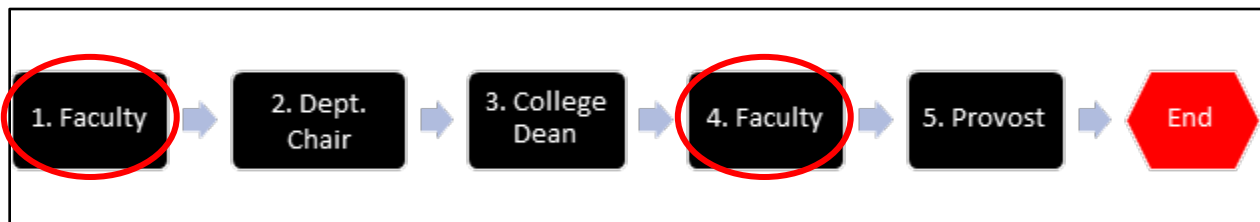


UCF Post Tenure Review Process

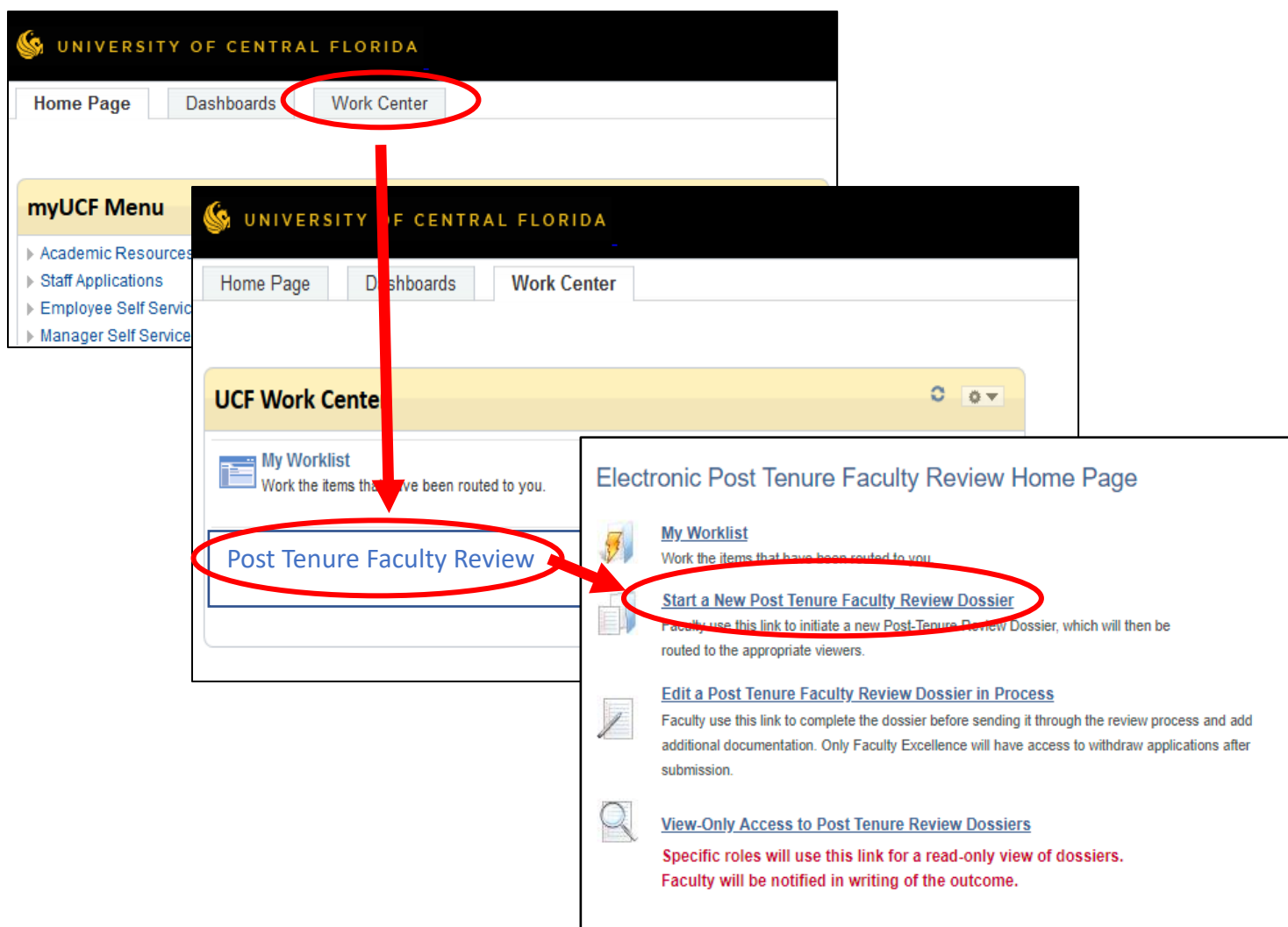
Start Here for Your Post Tenure Review

This document reviews the first and fourth steps of the Post Tenure Review (PTR) process. The graphic below shows the entire process and highlights the steps reviewed in the document.



Work Center Tab & PTR Home Page

The graphics below illustrate the steps to begin your Post Tenure Review.



The image shows a sequence of screenshots illustrating the steps to begin a Post Tenure Review. The first screenshot shows the UCF Work Center navigation menu with the 'Work Center' tab circled in red. A red arrow points from this tab to the second screenshot, which shows the 'UCF Work Center' page with the 'Post Tenure Faculty Review' link circled in red. A second red arrow points from this link to the third screenshot, which is the 'Electronic Post Tenure Faculty Review Home Page'. On this page, the 'Start a New Post Tenure Faculty Review Dossier' link is circled in red.

Step 1 – Faculty Dossier Upload

1. Check both **Certification** boxes.
2. **Required Dossier Attachments:**
 - a. Select file name from drop-down, Select **Attach** > Locate respective PDF file > Upload. To add additional documents, select “+” after each entry to add a new row for the next dossier attachment.
 - b. **Regulation & General Dossier Requirement** is available for your reference.
3. Select **Submit** to finish or **Hold/Save** to pause your progress and return later.
 - a. To access dossier after Hold/Save, select **Edit a Post Tenure Faculty Review Dossier in Progress** as shown on page one.

Add Dossier

Step 1 of 1: Enter Candidate Information

Faculty Information ?

Academic Year: AUTO-POPULATED eForm ID: AUTO-POPULATED

Empl ID: AUTO-POPULATED Current Rank: AUTO-POPULATED

First Name: AUTO-POPULATED College: AUTO-POPULATED

Last Name: AUTO-POPULATED Department: AUTO-POPULATED

Certifications ?

Check both boxes.		Description
<input type="checkbox"/>		Faculty Certification - Publications*
<input type="checkbox"/>		Faculty Certification - Contracts and Grants*

Dossier Files Find First 1 of 1 Last

Size: 0 bytes Attach Delete +

Uploaded:

Submit Hold/Save ?

Choose Dossier file. **Attach PDF.**

Click any ? symbol for information.

?

Dossier Files Find First 1 of 1 Last

Size: 0 bytes Attach Delete +

Uploaded:

Submit Hold/Save ?

+ Button

Press Submit or Hold/Save.

01-Overview Document*
02-CV*
03-Annual Assignments*
04-Sabbatical Report*
05-Annual Evaluations*
06-Student Perceptions of Instruction*
07-College Criteria*
09-Department Criteria*
10-University Promotion and Tenure Criteria*
12-Annual Evaluation Standards and Procedures*





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

Step 4 – Faculty Review/Response

Post Tenure Faculty Review Home Page & My Worklist

After you submit your dossier and it has been reviewed by the Department Chair and College Dean (steps two and three on the flowchart), return to the **Post Tenure Faculty Review Home Page** and select **My Worklist**.

Electronic Post Tenure Faculty Review Home Page

-  [My Worklist](#)
Work the items that have been routed to you.
-  [Start a New Post Tenure Faculty Review Dossier](#)
Faculty use this link to initiate a new Post-Tenure Review Dossier, which will then be routed to the appropriate viewers.
-  [Edit a Post Tenure Faculty Review Dossier in Process](#)
Faculty use this link to complete the dossier before sending it through the review process and add additional documentation. Only Faculty Excellence will have access to withdraw applications after submission.
-  [View-Only Access to Post Tenure Review Dossiers](#)
Specific roles will use this link for a read-only view of dossiers.
Faculty will be notified in writing of the outcome.

In Worklist, you may have multiple items that have been routed to you. Your dossier will be **blue link** that is named, **POSTTENURE: Post Tenure Review: Your Name**. Click that link to proceed with your Faculty Response and initiate the next step in the PTR process. **Note: DO NOT press Reassign ('x' shown below).**

Worklist


Worklist for: **AUTO-POPULATED**

Detail View | Worklist Filters: [] | Feed [v]

Personalize | Find | View All | [] | [] | First | 1-2 of 2 | Last

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Worklist Items						Mark Worked	Reassign
					POSTTENURE: Faculty Name	Mark Worked	Reassign

Do not select "Reassign" Buttons



Review Chair and Dean Assessments and Dean Performance Rating

1. Chair Assessment is available in the attachment list.
2. Dean's Letter is available in the attachment list.
3. Dean Rating is available on the top right of the page.

Add Your Faculty Response/Comments

1. **Faculty Comments:**
 - a. Comments may be typed in the **Faculty Comments** box, or,
 - b. Uploaded as a PDF attachment.
 - i. To attach PDF: Click **+** **Select "Faculty Response"** > Attach > Locate respective PDF file > Upload.
 - ii. If attaching a PDF response, please enter **"See Attachment"** in Faculty Comments.
2. Click **Reviewed** to finish or **Hold/Save** to pause your progress and return later.
 - a. To access your dossier after Hold/Save, select **Edit a Post Tenure Faculty Review Dossier in Progress** on the Electronic Post Tenure Faculty Review home page.

Message Text	Description
Faculty Certification - Publications*	I certify, to the best of my knowledge, all publications, creative and scholarly work contained and mentioned in this dossier are cited correctly and represent my original contribution.
Faculty Certification - Contracts and Grants*	I certify, to the best of my knowledge, all contracts and grants awarded, contained and mentioned in this dossier accurately reflected my contribution.
Department Chair Certification - Publications*	I certify, to the best of my knowledge, all publications, creative and scholarly work contained and mentioned in this dossier are cited correctly and represent the faculty member's original contribution.
Department Chair Certification - Contracts and Grants*	I certify, to the best of my knowledge, all contracts and grants awarded, contained and mentioned in this dossier accurately reflected the faculty member's contribution.

Performance Rating: Dean

College Dean Comments: [Text Area]

Faculty Comments: [Text Area]

To add new row, press +.

15-Dean Review	Size: 29,976 bytes	View	Delete	+	
1043683_13_15-Dean_Review.pdf	Uploaded:	Size: 0 bytes	Attach	Delete	+

Select - Faculty Response.

Attach PDF.

Reviewed | Hold/Save

Press Reviewed or Hold/Save.