



## Training Manual: Candidate Review of Evaluations and Optional Response

Candidates should refer to the relevant promotion schedule and take note of the anticipated dates for their five-day window for review of the following evaluations:

- Department Committee
- Department Chair
- College Committee (*Not Applicable to Librarians and Instructional Designers*)
- Dean
- University Committee (*Not Applicable to Instructors, Lecturers, Librarians and Instructional Designers*)

*Please Note: Dossiers receiving a unanimously positive vote, will bypass the University Committee and move immediately forward to the Provost. The Provost may decide to move the dossier back to the University Committee for a review. If this happens you will be notified and be provided an optional five-day response to the University Committee analysis.*

Upon completion of each of the above evaluations, the candidate will receive a system-generated email indicating the date when the dossier will be available for review and optional comment. **Candidates will not have access to the dossier until the date indicated in the system notification and on the promotion schedule.**

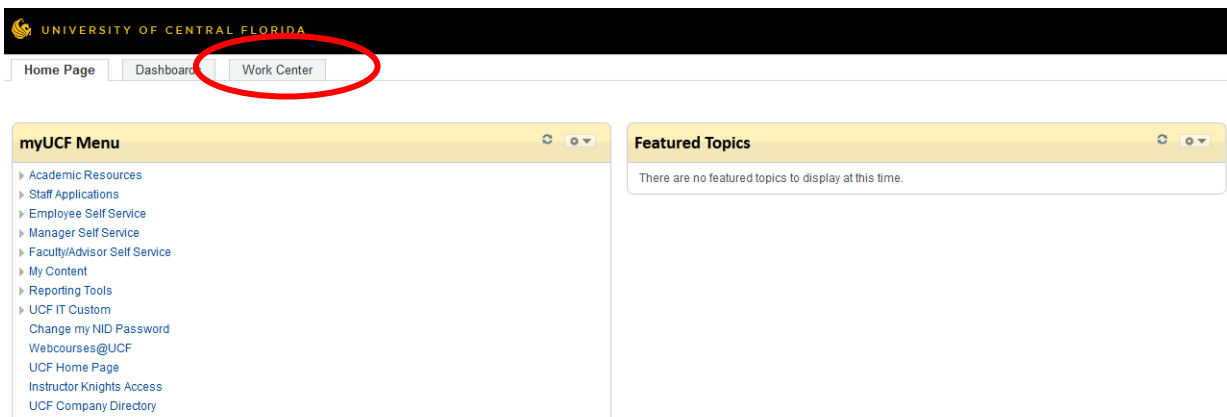
Candidates must send the dossier forward by the end of the five-day window, with or without an optional response.

Please refer to the following instructions for accessing the evaluations and providing an optional response.

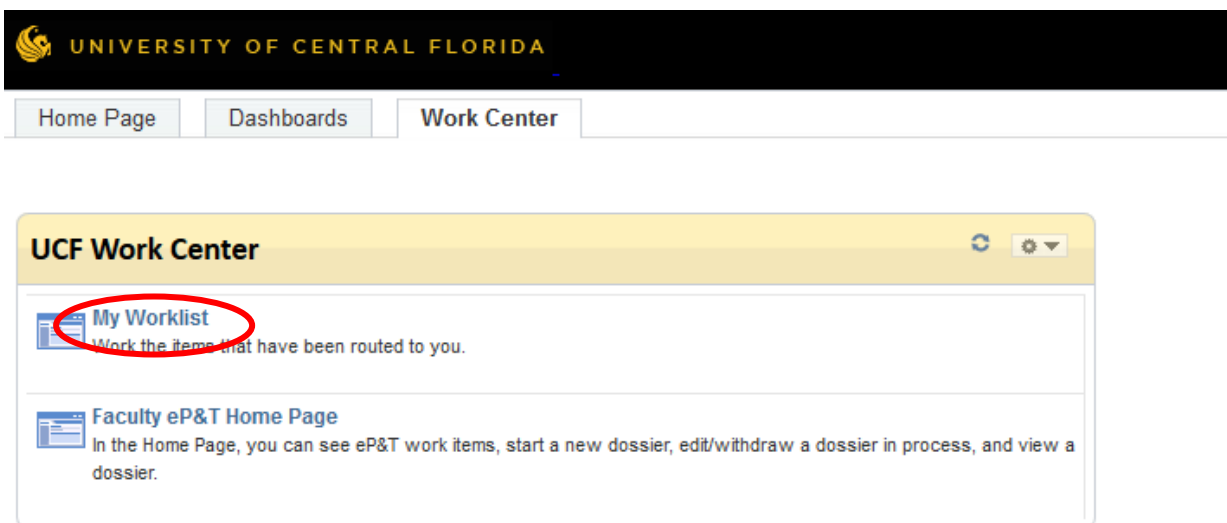
### **Before You Begin**

- ❖ Your browser's pop-up blocker should be set to allow pop-ups.
- ❖ There is a file size limit of 40 megabytes for each pdf attachment.
- ❖ Attachment filenames must be limited to 40 characters.
- ❖ The system times out after 30 minutes of inactivity. It is recommended that you save your work periodically.

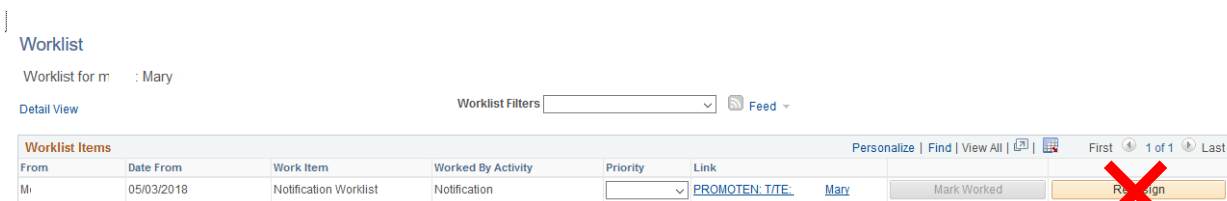
1. Sign in to the myUCF portal (my.ucf.edu) and click the **Work Center** tab



2. Select **My Worklist**



3. After selecting **My Worklist**, you will see a display similar to the following. Click the link to open the dossier



Click here to open the dossier

Do NOT use this button.

4. Click the **Department Committee** tab to review the department committee's vote and analysis of the candidate's dossier

**Department Committee**

Evaluate Dossier

Step 2 of 2: Department Committee Analysis of

**Review the promotion and/or tenure votes, as applicable**

**Committee Votes**

**If the department committee did not enter text in this section, scroll down to the attachments to view the uploaded evaluation document (see Step 5).**

**Analysis and Recommendations**

\*In the field below, or as an attachment, (1) Provide an assessment for each area of assignment and (2) Include an overall comment explaining how the committee's discussion, narrative, and how the votes relate to the department/unit criteria. If attachment is provided, write "Uploaded as PDF" in the field below.

Uploaded as PDF

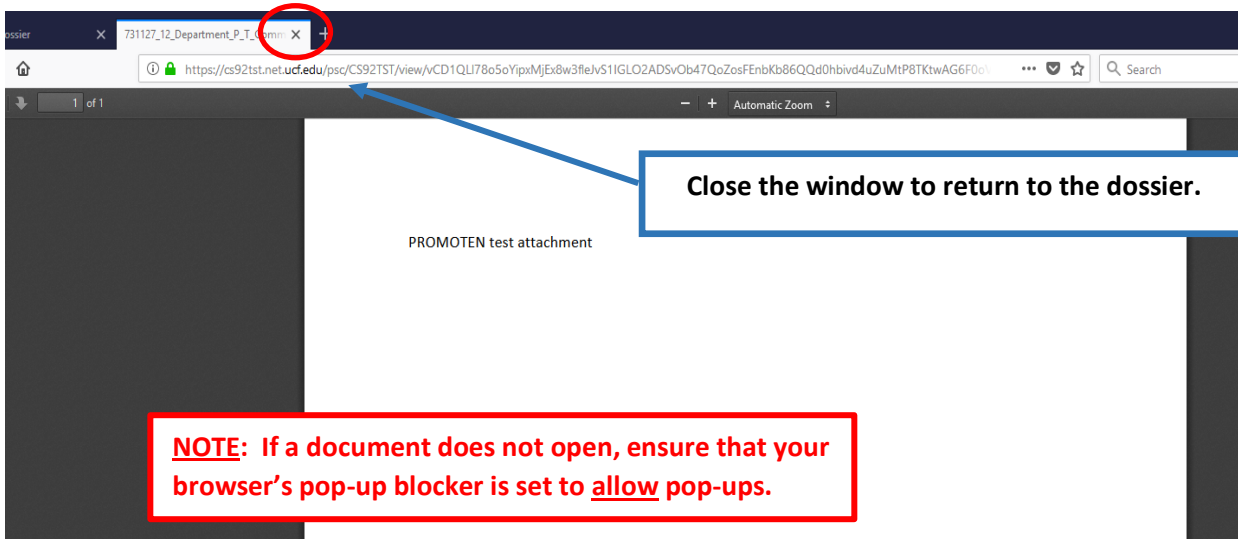
5. If the department committee did not enter text in the box shown in Step 4, scroll down to the attachments to view the uploaded evaluation document. You may also view the committee's official record of attendance (signature list)

|   |                    |      |        |   |
|---|--------------------|------|--------|---|
| 13-Service Activities Summary and Evidence  | Size: 26,620 bytes | View | Delete | + |
| 785397_10_Service_Activities_Summary_and_Evidence.pdf Uploaded: 06/06/2019 10:34:39AM     |                    |      |        |   |
| 17a-Department P&T Committee Signature List   | Size: 42,287 bytes | View | Delete | + |
| 785397_12_Department_P_T_Committee_Signature_List.pdf Uploaded: 06/06/2019 11:31:17AM     |                    |      |        |   |
| 17b-Department P&T Committee Evaluation Document  | Size: 87,159 bytes | View | Delete | + |
| 785397_13_Department_P_T_Committee_Evaluation_Document.pdf Uploaded: 06/06/2019 1:48:28PM |                    |      |        |   |

Candidate: << Previous Reviewed Hold/Save

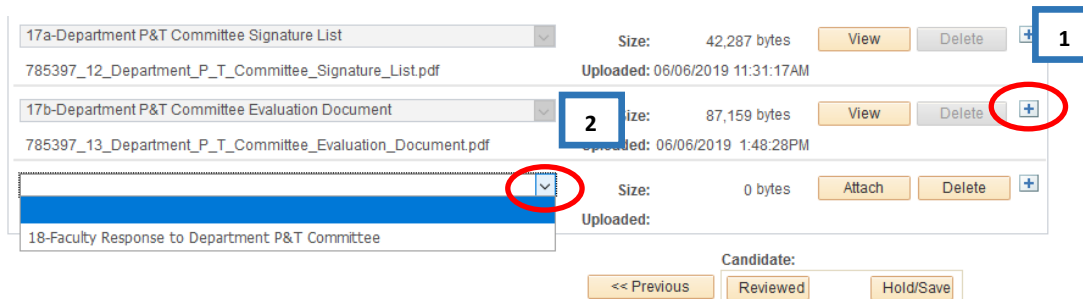
Click the **View** buttons to review the department committee evaluation document and signature list.

- After clicking **View**, the document will open in a new window. When you are finished reviewing the document, close the window to return to the dossier



- To add an optional response to the department committee's evaluation, scroll down to the attachments. Click the plus symbol (+) to add a row. On the new row, use the dropdown arrow to display the attachment options

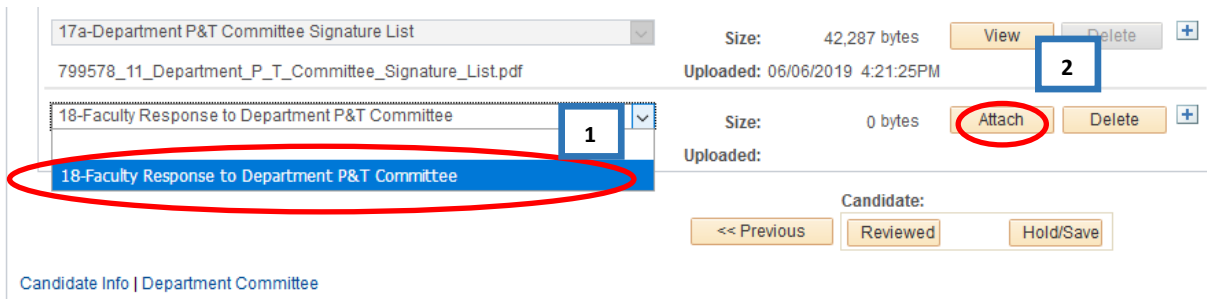
**IMPORTANT:**  
**Responses are entirely optional. If you do not wish to upload a response, skip to Step 14.**



Candidate Info | Department Committee

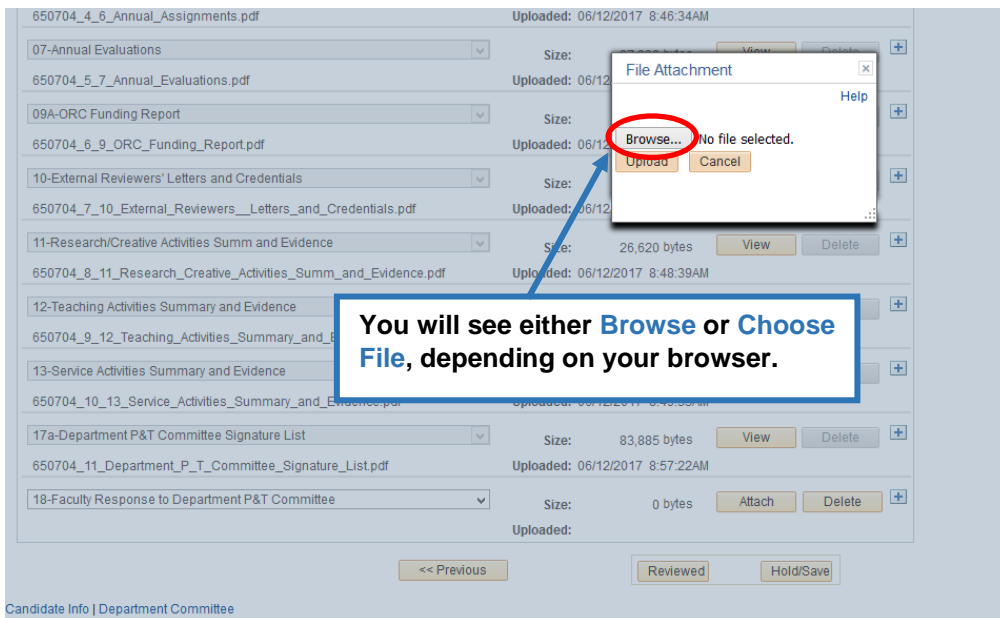
**1. Click “+” to add a row.**  
**2. Use the dropdown arrow to display the attachment options.**

8. Select Faculty Response to Department P&T Committee. Then click **Attach** to upload the faculty response

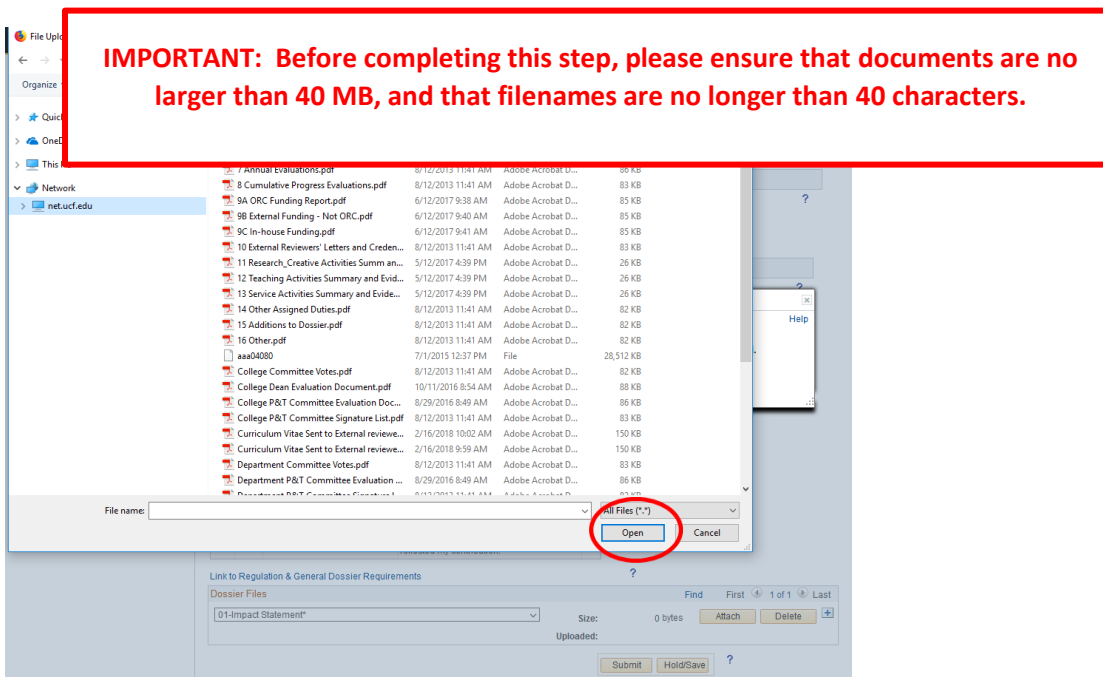


1. Click **“Faculty Response to Department P&T Committee”**
2. Click **“Attach”** to upload the faculty response.

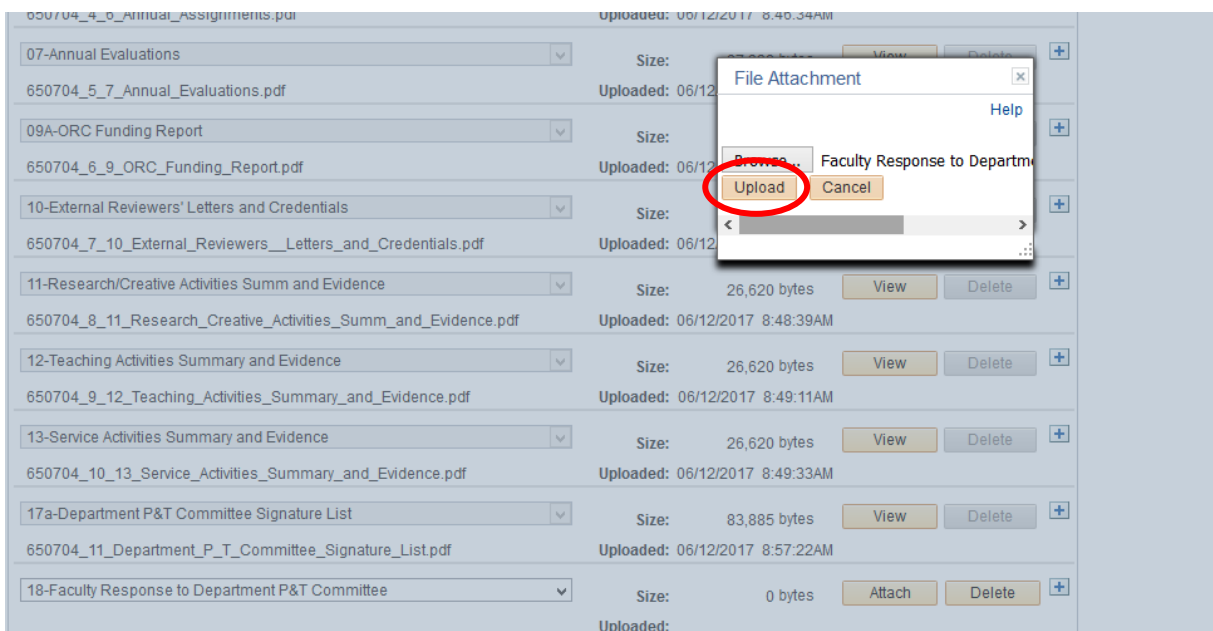
9. Click the **Browse** or **Choose File** button



10. Choose the appropriate PDF from your files and select **Open**



11. Select **Upload**. It may take a few moments for the document to upload, depending on the file size



12. After uploading, click **View** if you wish to view the attachment. Click **Delete** if you wish to remove the document

|  |                                |      |        |   |
|--|--------------------------------|------|--------|---|
| 13-Service Activities Summary and Evidence                 | Size: 26,620 bytes             | View | Delete | + |
| 799578_10_Teaching_Activities_Summary_and_Evidence.pdf     | Uploaded: 05/31/2019 4:57:24PM |      |        |   |
| 17a-Department P&T Committee Signature List                | Size: 42,287 bytes             | View | Delete | + |
| 799578_11_Department_P_T_Committee_Signature_List.pdf      | Uploaded: 06/06/2019 4:21:25PM |      |        |   |
| 18-Faculty Response to Department P&T Committee            | Size: 83,885 bytes             | View | Delete | + |
| 799578_12_Faculty_Response_to_Department_P_T_Committee.pdf | Uploaded: 06/06/2019 4:27:02PM |      |        |   |

Candidate:

<< Previous   Reviewed   Hold/Save

**NOTE:** If a document does not open, ensure that your browser's pop-up blocker is set to allow pop-ups.

13. After reviewing the evaluation and uploading an optional response, click **Reviewed** to forward the dossier to the next step. If you are not ready to submit the optional response, you may click **Hold/Save** to save the dossier without forwarding

|  |                                |      |        |   |
|--|--------------------------------|------|--------|---|
| 17a-Department P&T Committee Signature List                | Size: 42,287 bytes             | View | Delete | + |
| 799578_11_Department_P_T_Committee_Signature_List.pdf      | Uploaded: 06/06/2019 4:21:25PM |      |        |   |
| 18-Faculty Response to Department P&T Committee            | Size: 83,885 bytes             | View | Delete | + |
| 799578_12_Faculty_Response_to_Department_P_T_Committee.pdf | Uploaded: 06/06/2019 4:27:02PM |      |        |   |

Candidate:

<< Previous   Reviewed   Hold/Save

**"Reviewed"** forwards the dossier to the next step.  
**"Hold/Save"** saves the dossier, but does not forward

**IMPORTANT:** All candidates must send the dossier forward by the end of the five-day window, with or without an optional response.

14. Upon clicking **Reviewed** to send the dossier forward, a confirmation will be displayed.

### Evaluate Dossier

Step 2 of 2: Evaluation Complete

**Form Status**

eForm ID: 123456

You have just APPROVED this form. This action passed the form to GT P&T Department Chair for further processing.

[Go To Worklist](#)

15. Repeat steps 4-14 for each subsequent review: Department Chair, College Committee, College Dean and University Committee.  
**Note: (University Committee review is not applicable to Instructors, Lecturers, Librarians and Instructional Designers)**

The diagram shows a horizontal sequence of tabs: Candidate Info, Department Committee, Department Chair, College Committee, College Dean, and University Committee. Below the 'Candidate Info' tab, the text 'Evaluate Dossier' and 'Step 1 of 6: Candidate Information' is visible. A blue box with a border contains the instruction: 'Click on the relevant reviewer tab as the dossier becomes available for each subsequent review. Then, follow steps 4 through 14.' Four blue arrows point upwards from this box to the 'Department Chair', 'College Committee', 'College Dean', and 'University Committee' tabs. Below the tabs, the 'Candidate Information' tab is highlighted in orange, and the text 'eForm ID:' is visible to its right.

16. After completing the requisite steps, the dossier is forwarded to the Provost (or designee) for review. The candidate will be notified of the final decision by letter  
**NOTE: The candidate will not have access to the dossier while it is under review by the Provost. If the candidate attempts to view the dossier while it is at the Provost step, they will receive this error prompt:**

#### Message

Viewing your dossier is currently unavailable. (20008,63)

The dossier you are trying to retrieve is currently under review and cannot be accessed during this period.

You will have access to view your dossier at the end of the review process.

If you chose to withdraw your dossier, or have questions related to this process, please contact Faculty Excellence at [facultyexcellence@ucf.edu](mailto:facultyexcellence@ucf.edu) or 407-823-1113.

OK