



# Faculty Excellence

## CANDIDATE MANUAL PROMOTION AND TENURE SYSTEM

Academic Year 2023-24

### OVERVIEW






This manual provides guidance for candidates navigating the promotion and tenure system.

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# Before You Begin

## Important Notes

- ❖ Your browser's pop-up blocker should be set to allow pop-ups.
- ❖ There is a file size limit of 40 MB (40,000 KB) for each pdf attachment.
- ❖ Attachment filenames must be limited to 40 characters.
- ❖ It is not necessary to upload an entire book, article, audio or video recording. You may provide a link to an external source to support your activities (e.g., SoundCloud, YouTube, Vimeo, OneDrive).
  - If you link to an external source, place the link within the pdf document and include the following statement for reviewers: "Please copy and paste each link into your web browser to view the external source."
- ❖ The system times out after 30 minutes of inactivity. It is recommended that you save your work periodically.
- ❖ It is recommended before uploading documents, to save all relevant files within the same folder for easier and quicker access to upload.
- ❖ **Review your dossier carefully before you submit.** You will not be able to make changes to any uploaded documents once the dossier has been submitted. Additions to the dossier may be submitted at any time up until the Provost (or designee) begins to review; refer to page 18.
- ❖ For easiest access to your application, please use one of the browsers that are supported by UCF. PeopleSoft 9.2 supports the following:
  -  Firefox: Version 87 RR, 78.9 ESR
  -  Internet Explorer: Version 11
  -  Safari: Version 14
  -  Chrome: Version 89
  -  Microsoft Edge (Chromium): Version 89

*Note: Any other browsers or versions not listed above are not supported*

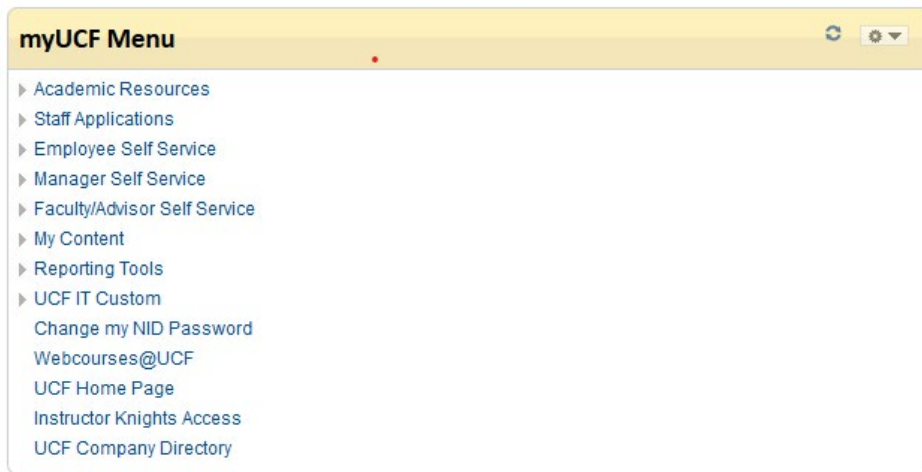
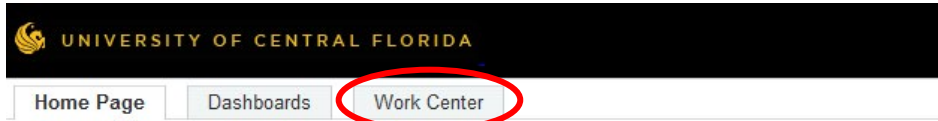
## Additional Assistance

Video tutorials are available at: <http://facultyexcellence.ucf.edu/promotion/>

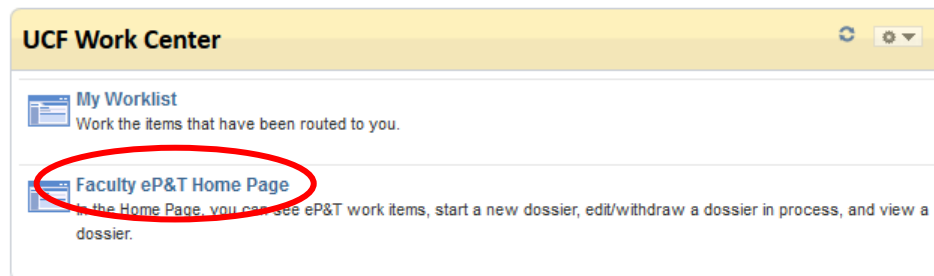
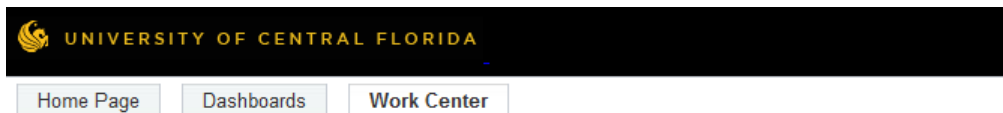
For further assistance or to request one-on-one training, please contact Faculty Excellence.

# Preparing Your Dossier

1. Sign in to the [myUCF portal \(my.ucf.edu\)](http://my.ucf.edu) and click the **Work Center** tab. If you do not see the **Work Center** tab, contact Faculty Excellence at 407-823-1113 or [facultyexcellence@ucf.edu](mailto:facultyexcellence@ucf.edu).



2. Select **Faculty eP&T Home Page**.





5. Verify that the auto-populated information in the **Candidate Information** and **Promotion and/or Tenure Information** sections is correct. Complete the required sections under **Promotion and/or Tenure Information**, indicated by an asterisk to the left of each field.

Add Dossier

Step 1 of 1: Enter Candidate Information


Please enter the candidate information below and click the submit button. Required fields are indicated with an asterisk (\*).

**If the auto-populated information is incorrect, contact Faculty Excellence at 407-823-1113.**

Candidate Information

Empl ID: [AUTO POPULATED]      First Name: [AUTOPOPULATED]      Last Name: [AUTOPOPULATED]      eForm ID: [AUTOPOPULATED] ?  
 Tenure Status: [AUTOPOPULATED]

Promotion and/or Tenure Information

Pathway Type & Year: [AUTOPOPULATED] Regular ?  
 \*Application Type (check one):  Promotion & Tenure  Promotion only  Tenure only  
 Current Rank Entry Date: 08/08/2018  
 Current rank: Associate Librarian  
 Applying to rank: Librarian  
 Primary department/unit: UCF Library      College: Info Tech & Resources  
 Joint department/unit:        College:

6. If you have a joint appointment, add it by clicking the magnifying glass and selecting the joint department.

Add Dossier


Step 1 of 1: Enter Candidate Information

Please enter the candidate information below and click the submit button. Required fields are indicated with an asterisk (\*).

Candidate Information

Empl ID:      Name:      Last Name:      eForm ID: ?  
 Tenure Status:

Promotion and/or Tenure Information

Pathway Type & Year: Instr Design Regular  
 \*Application Type (check one):  Promotion & Tenure  Promotion only  
 Current Rank Entry Date:  
 Current rank: Associate Librarian  
 Applying to rank: Librarian  
 Primary department/unit: UCF Library      College: Info Tech & Resources  
 Joint department/unit:        College:

**If applicable, click the magnifying glass to select the joint department.**

7. Scroll down to the **Certifications** box. Read each description and ensure that you are in compliance. Check the boxes on the left. Note that the certifications are required and the boxes must be checked before you submit your dossier.

	Message Text	Description
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

Link to Regulation & General Dossier Requirements

**Dossier Files**

Uploaded:

1 of 1 Last

Delete +

8. To begin uploading your dossier files, click the dropdown arrow in the **Dossier Files** section. A list of file attachments will appear (see next step).

	Message Text	Description
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.

Link to Regulation & General Dossier Requirements

**Dossier Files**

Find First 1 of 1 Last

Size: 0 bytes Attach Delete +

Uploaded:

Submit Hold/Save ?

9. Choose an attachment, e.g., **Impact Statement**, from the list. Notice that required attachments appear with an asterisk.

**Promotion and/or Tenure Information**

Pathway Type & Year: Tenured/Tenure-Earning Faculty Regular 2019-2020 ?

\*Application Type (check one):  Promotion & Tenure  Promotion only  Tenure only

Current Rank Entry Date: 08/08/2018

Current rank: Associate Professor

Applying to rank: Professor

Primary department/unit: Nursing Systems College: College of Nursing

01-Impact Statement\*  
 02-Curriculum Vitae\*  
 03-Curriculum Vitae to External Reviewers\*  
 04-External Reviewers' Letters and Credentials\*  
 05-College Criteria  
 06-Department Criteria  
 07-Annual Assignments\*  
 08-Annual Evaluations\*  
 09-Cumulative Progress Evaluations  
 10-Research Funding Reports\*  
 11-Research/Creative Activities Sum. and Evidence\*  
 12-Teaching Activities Summary and Evidence\*  
 13-Service Activities Summary and Evidence\*  
 01-Impact Statement\*

Size: 0 bytes **Attach** Delete +

Uploaded:

Submit Hold/Save ?

Select the document to be attached, e.g., "Impact Statement."

10. Select **Attach** to choose a file from your computer.

**Certifications**

	Message Text	Description	
<input checked="" type="checkbox"/>	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.	
<input checked="" type="checkbox"/>	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.	

Link to Regulation & General Dossier Requirements ?

**Dossier Files** Find First 1 of 1 Last

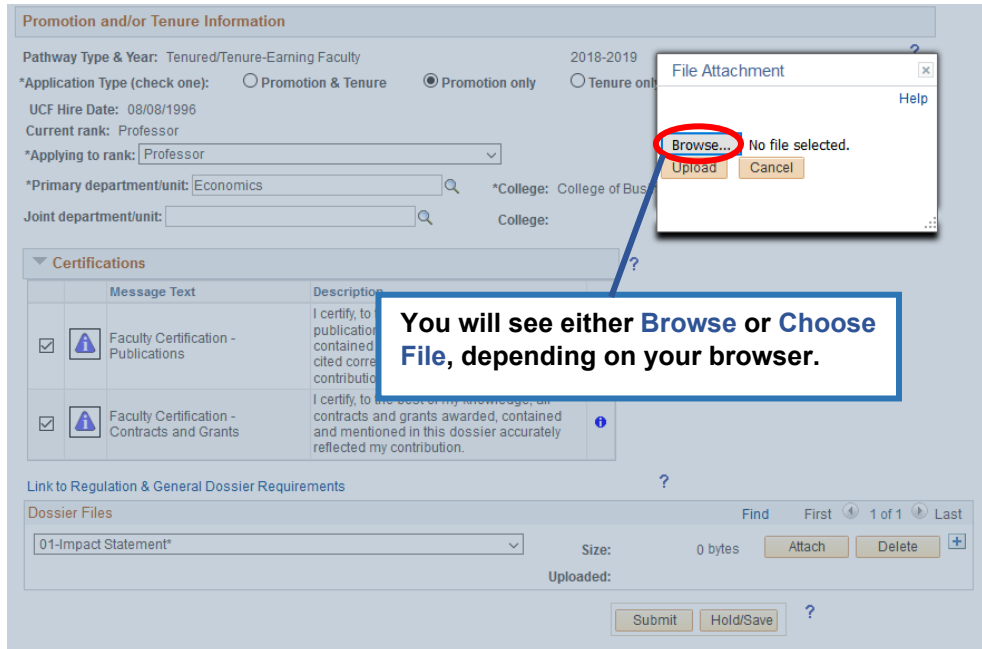
01-Impact Statement\* Size: 0 bytes **Attach** Delete +

Uploaded:

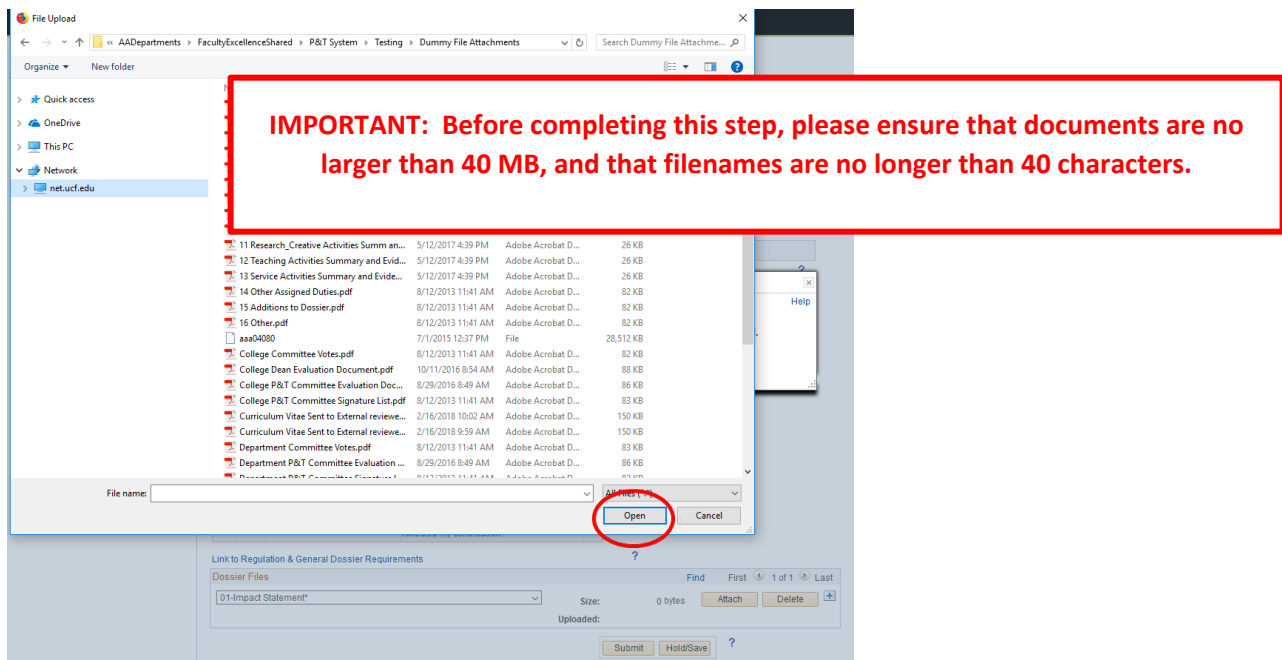
Submit Hold/Save ?



11. Click on the **Browse or Choose File** button.



12. Choose the PDF document from your files and select **Open**.



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

The screenshot shows a web form titled "Promotion and/or Tenure Information". The form includes fields for "Pathway Type & Year", "Application Type", "UCF Hire Date", "Current rank", "Applying to rank", "Primary department/unit", and "College". A "File Attachment" dialog box is open over the form, showing a file named "1 Impact Statement.pdf" with "Browse...", "Upload", and "Cancel" buttons. The "Upload" button is circled in red. Below the form, there is a "Certifications" table with two rows, each with a checked checkbox and a blue warning icon. The "Dossier Files" section shows a file named "01-Impact Statement\*" with a size of "0 bytes" and "Attach" and "Delete" buttons.

14. After uploading, select **View** to ensure that you can see the attachment.

The screenshot shows the "Dossier Files" section of the web form. The file "01-Impact Statement" is listed with a size of "83,885 bytes" and an upload time of "05/29/2019 3:17:44PM". The "View" button is circled in red. Below the "Dossier Files" section, there are "Submit" and "Hold/Save" buttons.

**NOTE:** If you are unable to view an uploaded document, ensure that your browser's pop-up blocker is set to allow pop-ups.

15. To add the next attachment, select the plus symbol (+). A new row will appear. Upload the attachment, following Steps 8-13. Repeat this process until all attachments have been uploaded.

**Certifications**

	Message Text	Description	
<input checked="" type="checkbox"/>	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.	
<input checked="" type="checkbox"/>	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.	

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

**Dossier Files** Find First 1-2 of 2 Last

File Name	Size	View	Delete	+
01-Impact Statement 799556_1_Impact_Statement.pdf	83,885 bytes	View	Delete	
<input type="text"/>	0 bytes	Attach	Delete	

Upload

Submit Hold/Save

**Click the plus symbol to add an additional attachment.**

**A new row will appear after clicking the plus symbol.**

16. If necessary, to delete an attachment click the **Delete** button.

**Certifications**

	Message Text	Description	
<input checked="" type="checkbox"/>	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.	
<input checked="" type="checkbox"/>	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.	

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

**Dossier Files** Find First 1 of 1 Last

File Name	Size	View	Delete	+
01-Impact Statement 799556_1_Impact_Statement.pdf	83,885 bytes	View	Delete	

Upload

Submit Hold/Save

**Click "Delete" to delete an attachment.**

17. Select **Hold/Save** to save the dossier and return to it later. Select **Submit** once all attachments are uploaded and you are ready to submit your dossier forward for review. **Please review your dossier carefully before clicking **Submit**, as the system will not allow changes after submission; you will only be permitted to attach additional documents.**

Please be aware that the system will not allow you to submit a dossier unless all required documents are uploaded and the certification boxes are checked.

The screenshot shows a 'Dossier Files' table with columns for file name, size, and upload date. Below the table are 'Submit' and 'Hold/Save' buttons. Two callout boxes provide instructions:

- Submit:** The "Submit" button forwards the dossier to the next step. Click this button only if the dossier is complete.
- Hold/Save:** The "Hold/Save" button saves the dossier but does not forward it.

18. After clicking the **Submit** button, you will receive a pop-up message. Click **Yes** to verify submission or **No** to return to the dossier.

The screenshot shows the 'Dossier Files' table with a 'Message' pop-up dialog box overlaid. The message asks: 'Submit this dossier? (20008,51)'. Below the message, it states: 'The dossier will be forwarded with any changes you may have made.' There are 'Yes' and 'No' buttons at the bottom of the dialog. At the bottom of the page, there are 'Hold/Save', 'Submit', and 'Withdraw' buttons.

19. After submitting the dossier, a confirmation message will appear.

## Update Dossier

### Step 1 of 1: Update Complete

You have successfully updated the dossier. Review the messages below for routing information.

#### Form Status

eForm ID: 123456

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

[Go To Worklist](#)

You will also receive a confirmation by email letting you know your dossier has been received.



ePandT@ucf.edu

To



5/15/2020

Retention Policy UCF Delete after 10 Years (10 years) Expires 5/13/2030

Thank you for submitting your dossier for review. This confirms that your dossier has been submitted successfully within the Promotion & Tenure System.

NOTE: At any time during the P&T process, dossiers may need to be manually recycled or forwarded to a step by a Faculty Excellence Admin and their names will be listed in the system notifications and in My Worklist.

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

Form ID:

Candidate Name:

Pathway Type:

# Editing Your Saved Dossier

1. To return and edit a dossier that was placed on hold/save, follow Steps 1-2 in [Preparing Your Dossier](#), above. Then, select [Edit or Withdraw an eP&T Currently in Process](#).

UNIVERSITY OF CENTRAL FLORIDA

Home Page Dashboards Work Center

UCF Work Center

**Menu**

- My Worklist**  
Work the items that have been routed to you.
- Faculty eP&T Home Page**  
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.

### Electronic Promotion & Tenure Home Page

- My Worklist**  
Work the items that have been routed to you.
- Start a New eP&T**  
Candidates, use this link to initiate a new dossier, which will then be routed to the appropriate reviewers. Once a dossier has been started, you will not be able to access it 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 your dossier that is currently in process. Only dossiers 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 dossiers. Candidates will not be able to access their dossier through this link until the process has been completed. Committee members will only have access to dossiers during the specified review windows on the schedule.

2. Click [Search](#) to bring up the dossier. It is not necessary to complete any of the fields.

### Update 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 [ ]

Year: begins with [ ]

Pathway Type: = [ ]

College: begins with [ ]

Department: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Empl ID: begins with [ ]

Workflow Form Status: = [ ]

Case Sensitive

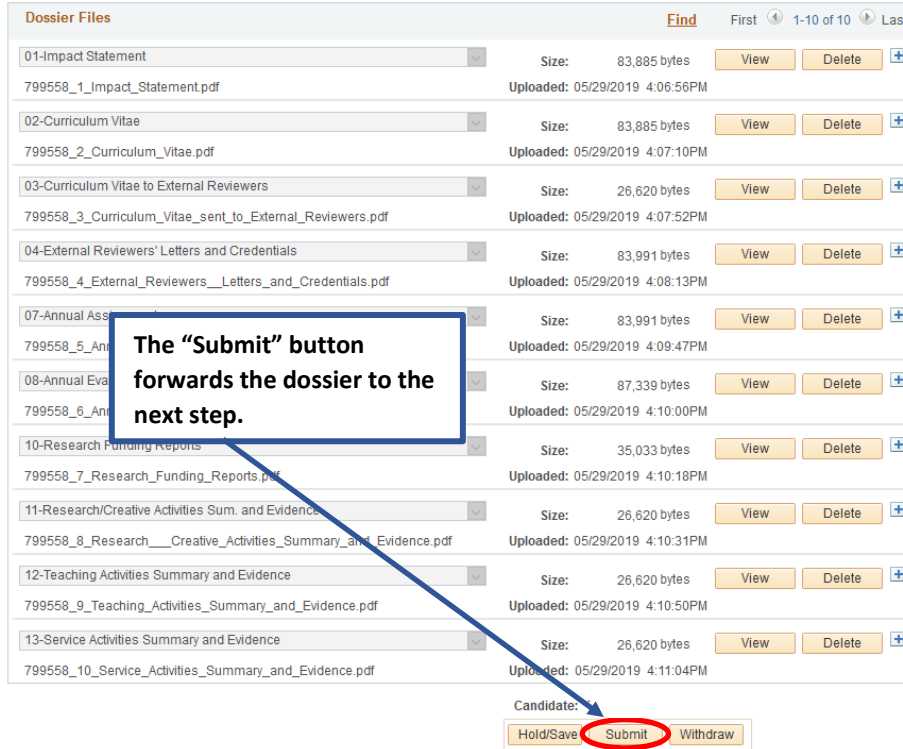
Limit the number of results to (up to 300): 300

**Search** Clear Basic Search Save Search Criteria

Click "Search" to bring up the dossier for editing.

3. Edit the dossier as needed. Select **Submit** when you are ready to send your dossier for review. **Please review your dossier carefully before clicking **Submit**, as the system will not allow changes after submission; you will only be permitted to attach additional documents.**

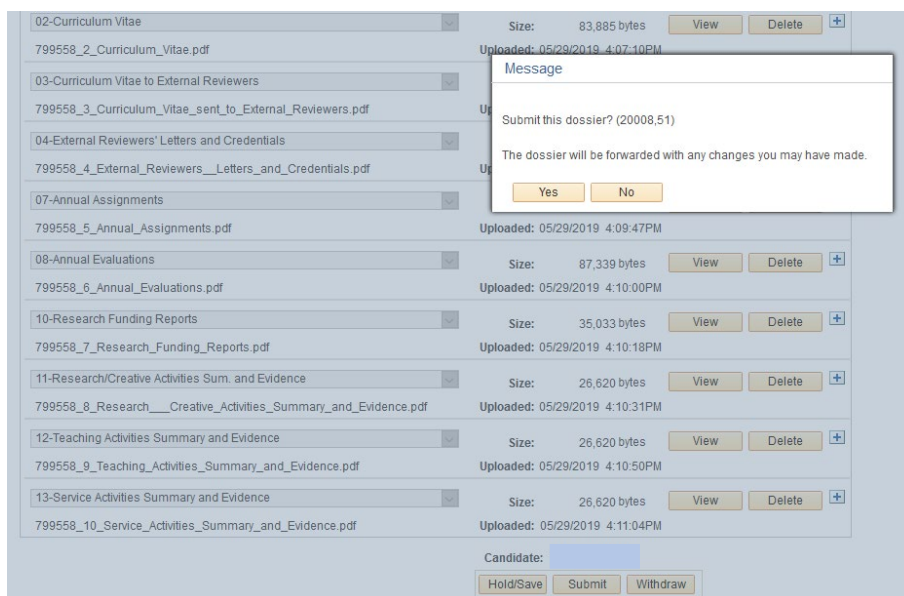
**Note:** The system will not allow you to submit a dossier unless all required documents are uploaded.



The screenshot shows a 'Dossier Files' interface with a list of documents. Each row includes a document name, size, and upload date. At the bottom, there are three buttons: 'Hold/Save', 'Submit', and 'Withdraw'. The 'Submit' button is circled in red. A blue callout box with a white background and black border points to the 'Submit' button, containing the text: 'The "Submit" button forwards the dossier to the next step.'

Document Name	Size	Uploaded
01-Impact Statement	83,885 bytes	05/29/2019 4:06:56PM
02-Curriculum Vitae	83,885 bytes	05/29/2019 4:07:10PM
03-Curriculum Vitae to External Reviewers	26,620 bytes	05/29/2019 4:07:52PM
04-External Reviewers' Letters and Credentials	83,991 bytes	05/29/2019 4:08:13PM
07-Annual Assignments	83,991 bytes	05/29/2019 4:09:47PM
08-Annual Evaluations	87,339 bytes	05/29/2019 4:10:00PM
10-Research Funding Reports	35,033 bytes	05/29/2019 4:10:18PM
11-Research/Creative Activities Sum. and Evidence	26,620 bytes	05/29/2019 4:10:31PM
12-Teaching Activities Summary and Evidence	26,620 bytes	05/29/2019 4:10:50PM
13-Service Activities Summary and Evidence	26,620 bytes	05/29/2019 4:11:04PM

4. After clicking the **Submit** button, you will receive a pop-up message. Click **Yes** to verify submission or **No** to return to the dossier.



The screenshot shows the same 'Dossier Files' interface as above, but with a 'Message' pop-up dialog box overlaid. The dialog box contains the text: 'Submit this dossier? (20008.51)' and 'The dossier will be forwarded with any changes you may have made.' Below the text are two buttons: 'Yes' and 'No'.

5. After submitting the dossier, a confirmation message will appear.

## Update Dossier

### Step 1 of 1: Update Complete

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You have successfully updated the dossier. Review the messages below for routing information.

#### Form Status

eForm ID: 123456

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

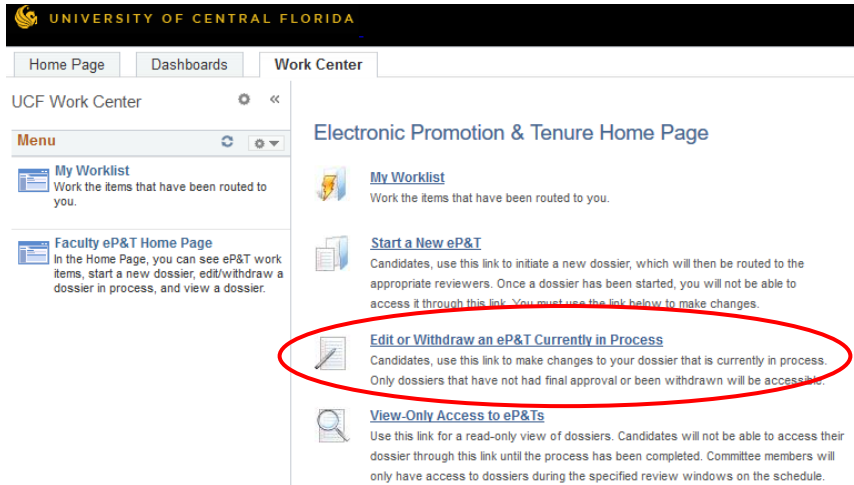
[Go To Worklist](#)



# Withdrawing Your Dossier

1. To withdraw your dossier, follow Steps 1-2 in [Preparing Your Dossier](#), above. Then, select [Edit](#) or [Withdraw an eP&T Currently in Process](#).

Please note that you will not be able to withdraw your dossier electronically after it passes the Department Chair step. If you wish to withdraw your dossier after it passes the Department Chair step, please contact Faculty Excellence at [facultyexcellence@ucf.edu](mailto:facultyexcellence@ucf.edu).



2. Click [Search](#) to bring up the dossier. It is not necessary to complete any of the fields.



3. Click the **Withdraw** button to remove your dossier from consideration.

07-Annual Assignments	Size: 83,991 bytes	View	Delete	+
799558_5_Annual_Assignments.pdf				
Uploaded: 05/29/2019 4:09:47PM				
08-Annual Evaluations	Size: 87,339 bytes	View	Delete	+
799558_6_Annual_Evaluations.pdf				
Uploaded: 05/29/2019 4:10:00PM				
10-Research Funding Reports	Size: 35,033 bytes	View	Delete	+
799558_7_Research_Funding_Reports.pdf				
Uploaded: 05/29/2019 4:10:18PM				
11-Research/Creative Activities Sum. and Evidence	Size: 26,620 bytes	View	Delete	+
799558_8_Research__Creative_Activities_Summary_and_Evidence.pdf				
Uploaded: 05/29/2019 4:10:31PM				
12-Teaching				
799558_9_				
Uploaded: 05/29/2019 4:10:50PM				
13-Service				
799558_10_Service_Activities_Summary_and_Evidence.pdf				
Uploaded: 05/29/2019 4:11:04PM				

Candidate:

Hold/Save Submit **Withdraw**

**CAUTION: Click the Withdraw button only if you intend to permanently remove your dossier from the workflow this cycle. Do not use the Withdraw button to delete and restart your application; instead, contact Faculty Excellence for assistance.**

4. After you click the **Withdraw** button, you will receive a pop-up message. Click **Yes** to verify the withdrawal or **No** to return to the dossier. You will receive a confirmation email after withdrawing the dossier.

02-Curriculum Vitae	Size: 83,885 bytes	View	Delete	+
799558_2_Curriculum_Vitae.pdf				
Uploaded: 05/29/2019 4:07:10PM				
03-Curriculum Vitae to External Reviewers				
799558_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf				
Uploaded: 05/29/2019 4:10:00PM				
04-External Reviewers' Letters and Credentials				
799558_4_External_Reviewers__Letters_and_Credentials.pdf				
Uploaded: 05/29/2019 4:10:18PM				
07-Annual Assignments				
799558_5_Annual_Assignments.pdf				
Uploaded: 05/29/2019 4:09:47PM				
08-Annual Evaluations	Size: 87,339 bytes	View	Delete	+
799558_6_Annual_Evaluations.pdf				
Uploaded: 05/29/2019 4:10:00PM				
10-Research Funding Reports	Size: 35,033 bytes	View	Delete	+
799558_7_Research_Funding_Reports.pdf				
Uploaded: 05/29/2019 4:10:18PM				
11-Research/Creative Activities Sum. and Evidence	Size: 26,620 bytes	View	Delete	+
799558_8_Research__Creative_Activities_Summary_and_Evidence.pdf				
Uploaded: 05/29/2019 4:10:31PM				
12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799558_9_Teaching_Activities_Summary_and_Evidence.pdf				
Uploaded: 05/29/2019 4:10:50PM				
13-Service Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799558_10_Service_Activities_Summary_and_Evidence.pdf				
Uploaded: 05/29/2019 4:11:04PM				

Candidate:

Hold/Save Submit Withdraw

Message

Are you sure you want to withdraw this dossier? (20008,53)

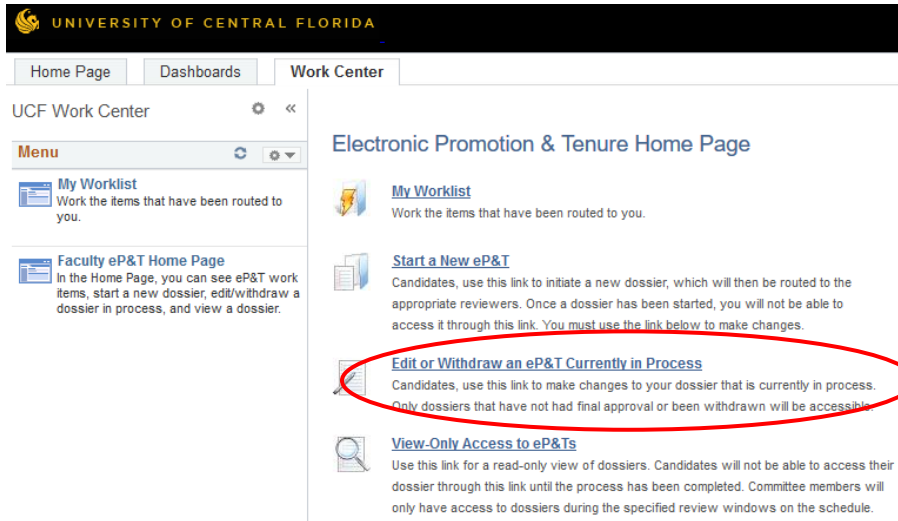
Withdrawing this dossier permanently ends the promotion and or tenure process.

Yes No

# Updating Your Dossier After Submission

1. After the dossier has been submitted, you may upload documentation regarding any new accomplishment (e.g: new awards, publications, recent professional recognition, etc.) Additions to the dossier may be submitted at any time up until the Provost (or designee) begins to review.

To add a new pdf document after the dossier has been submitted, follow steps 1-2 in [Preparing Your Dossier](#), above. Then select [Edit or Withdraw an eP&T Currently in Process](#).



2. Click [Search](#) to bring up the dossier. It is not necessary to complete any of the fields.

**Update 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 [ ]

Year: begins with [ ]

Pathway Type: = [ ]

College: begins with [ ]

Department: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Empl ID: begins with [ ]

Workflow Form Status: = [ ]

Case Sensitive

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

**Search** Clear Basic Search Save Search Criteria

Click "Search" to bring up the dossier.

3. To attach the additional document, select the plus symbol (+). A new row will appear.

10-Research Funding Reports	Size: 35,033 bytes	View	Delete	+
799559_7_Research_Funding_Reports.pdf	Uploaded: 05/29/2019 4:59:58PM			
11-Research/Creative Activities Sum. and Evidence	Size: 26,620 bytes	View	Delete	+
799559_8_Research__Creative_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:12PM			
12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_9_Teaching_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:25PM			
13-Service Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_10_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:38PM			
	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

Candidate:  
Hold/Save Withdraw

A new row will appear after clicking the plus symbol.

4. Click the dropdown arrow and select the Additions to Dossier from the list.

10-Research Funding Reports	Size: 35,033 bytes	View	Delete	+
799559_7_Research_Funding_Reports.pdf	Uploaded: 05/29/2019 4:59:58PM			
11-Research/Creative Activities Sum. and Evidence	Size: 26,620 bytes	View	Delete	+
799559_8_Research__Creative_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:12PM			
12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_9_Teaching_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:25PM			
13-Service Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_10_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:38PM			
16-Additions to Dossier	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

Candidate:  
Hold/Save Withdraw

Click the arrow, then select "Additions to Dossier" from dropdown list.

5. Select **Attach** to choose the file that is to be added to the dossier.

10-Research Funding Reports	Size: 35,033 bytes	View	Delete	+
799559_7_Research_Funding_Reports.pdf	Uploaded: 05/29/2019 4:59:58PM			
11-Research/Creative Activities Sum. and Evidence	Size: 26,620 bytes	View	Delete	+
799559_8_Research__Creative_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:12PM			
12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_9_Teaching_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:25PM			
13-Service Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_10_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:38PM			
16-Additions to Dossier	Size: 0 bytes	<b>Attach</b>	Delete	+
	Uploaded:			

Candidate:

Hold/Save      Withdraw

6. Click on the **Browse** or **Choose File** button.

06-Department Criteria	Size: 33,226 bytes	View	Delete	+
799559_12_Department_Criteria.pdf	Uploaded: 05/30/2019 1:52:58PM			
07-Annual Assignments	Size:			+
799559_5_Annual_Assignments.pdf	Uploaded: 05/2			
08-Annual Evaluations	Size:			+
799559_6_Annual_Evaluations.pdf	Uploaded: 05/2			
09-Cumulative Progress Evaluations	Size:			+
799559_13_Cumulative_Progress_Evaluations.pdf	Uploaded: 05/30/2019 1:53:24PM			
10-Research Funding Reports	Size:		Delete	+
799559_7_Research_Funding_Reports.pdf				
11-Research/Creative Activities Sum. and Evidence	Size:		Delete	+
799559_8_Research__Creative_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:12PM			
12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_9_Teaching_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:25PM			
13-Service Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
799559_10_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:38PM			
16-Additions to Dossier	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

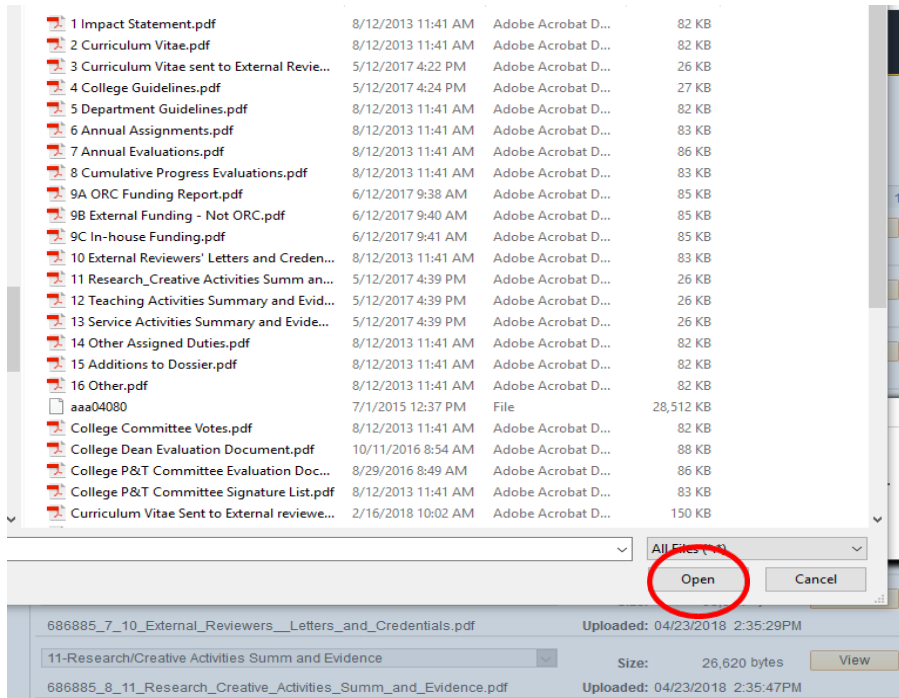
File Attachment

Browse...      Additions to Dossier.pdf

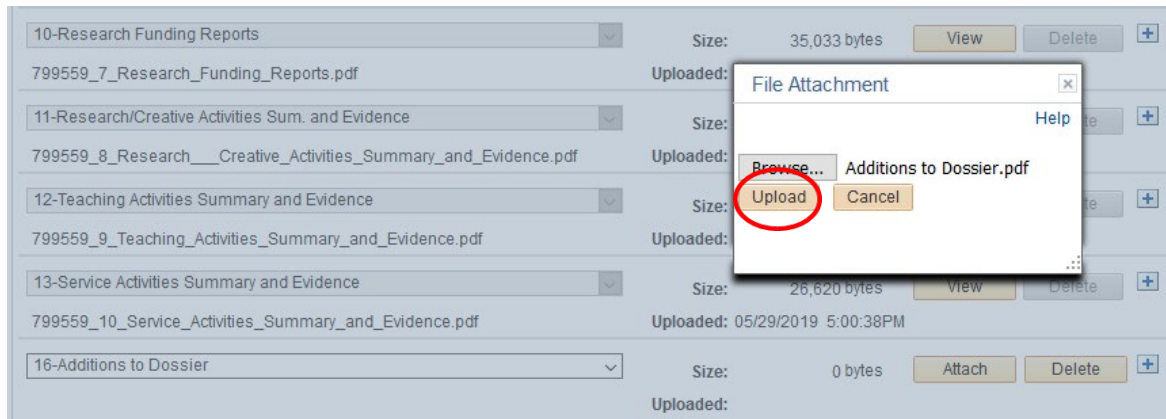
Cancel

You will see either **Browse** or **Choose File**, depending on your browser.

7. Choose the PDF document from your files and select **Open**.



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



9. After the document has successfully uploaded, click **Hold/Save** to save the dossier.

11-Research/Creative Activities Sum. and Evidence	Size: 26,620 bytes	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">+</a>
799559_8_Research___Creative_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:12PM			
12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">+</a>
799559_9_Teaching_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:25PM			
13-Service Activities Summary and Evidence	Size: 26,620 bytes	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">+</a>
799559_10_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 05/29/2019 5:00:38PM			
16-Additions to Dossier	Size: 83,885 bytes	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">+</a>
799559_14_Additions_to_Dossier.pdf	Uploaded: 05/30/2019 2:08:43PM			

Candidate:

[Hold/Save](#) [Withdraw](#)

Verify that the document has successfully uploaded. Then, click “Hold/Save.”

10. After clicking **Hold/Save**, reviewers will be able to see the added document(s). A confirmation notice will appear, similar to the one below.

## Update Dossier

### Step 1 of 1: Update Complete

You have successfully updated the dossier. Review the messages below for routing information.

#### Form Status

eForm ID: 123456

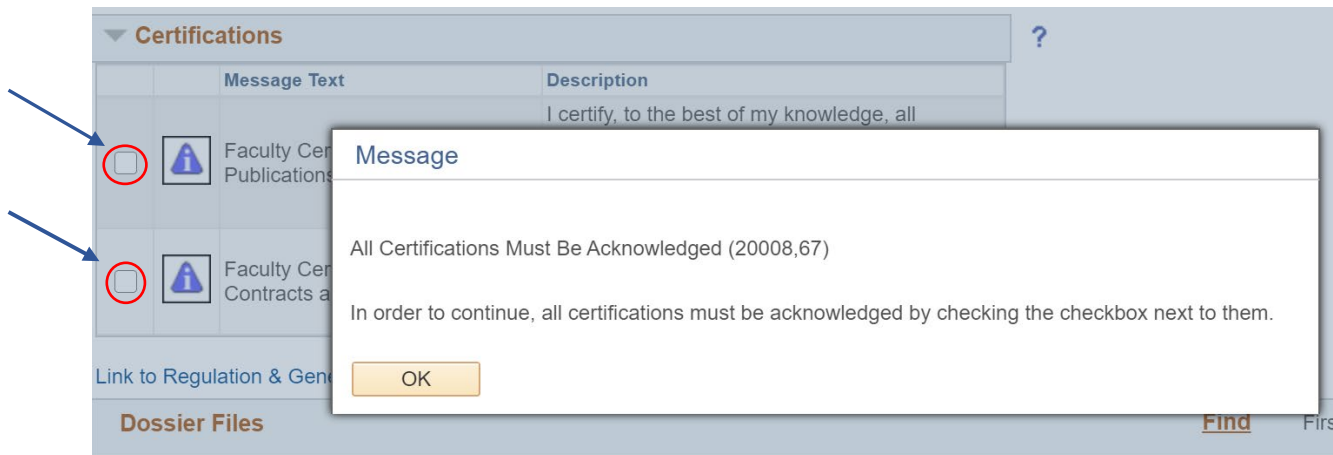
You have just PLACED ON HOLD this form.

[Go To Worklist](#)

The text “PLACED ON HOLD” shows that additions have been saved to the dossier. The dossier still remains in the workflow.

## Error Prompts

1. This text prompt will appear if attempting to submit your P&T Application without checking the radio buttons below **Certifications**.



**Resolution:** Scroll back up to the Text prompts under **Certifications** and ensure both radio buttons have been checked off.

2. This text prompt will appear if the user attempts to submit a dossier without uploading all required attachments.

### Message

Missing Document Type Required: 08-Service (20008,22)

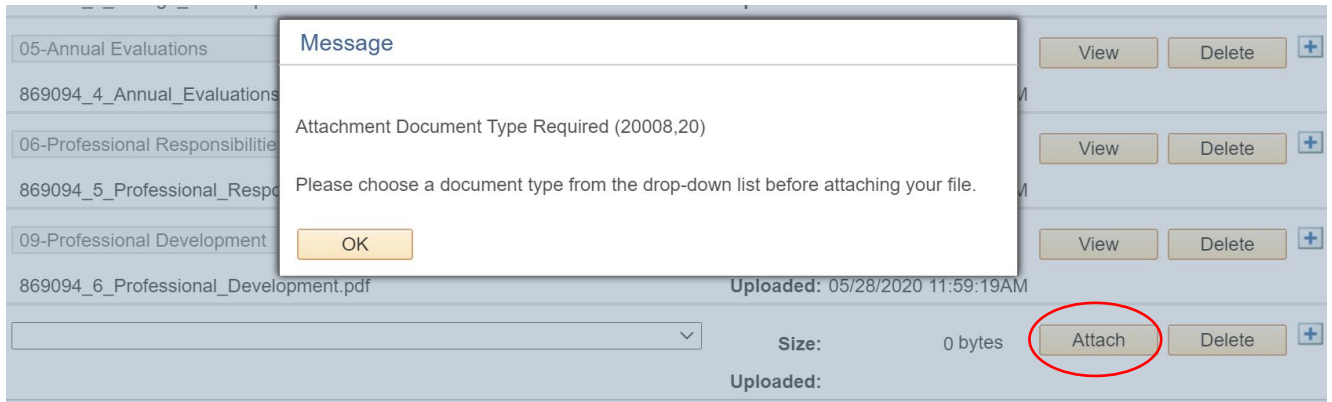
OK

**Resolution:** Select the drop-down arrow to see the remaining documents. Select any and all documents that end with an asterisk (\*) before submitting dossier.

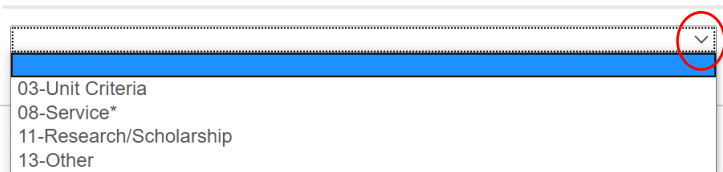




3. This text prompt will appear if **Attach** is clicked before selecting a “document type”.



**Resolution:** Please select the drop-down arrow first to display the document types. Then select the necessary document.



## 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.**

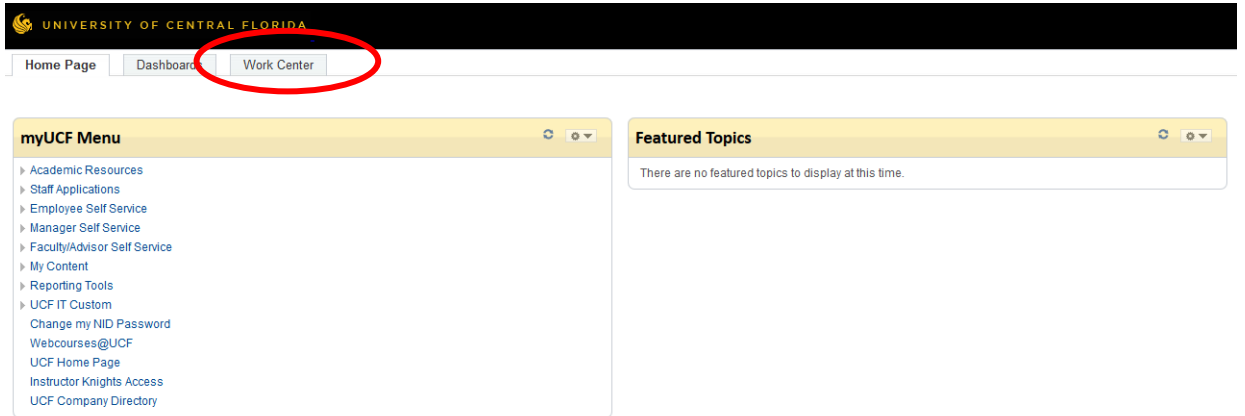
Candidates must send the dossier forward by the end of the five-day window, with or without an optional response.

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

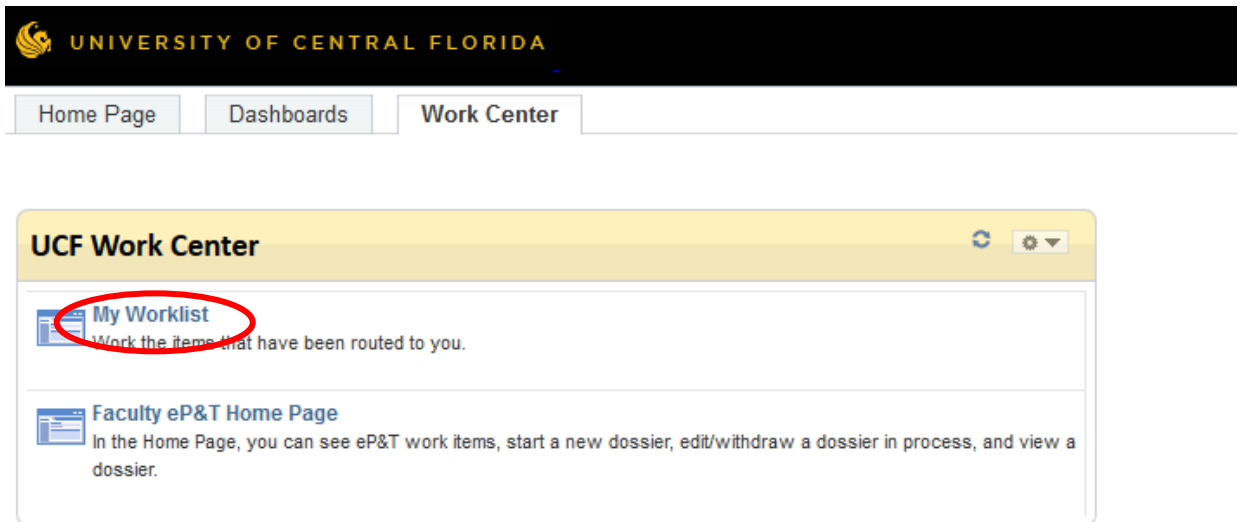
### **Before You Begin**

- ❖ 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.

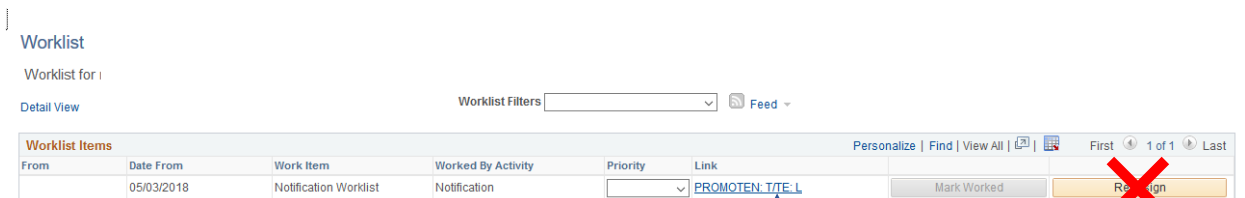
1. Sign in to the myUCF portal (my.ucf.edu) and click the **Work Center** tab.



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.

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

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

**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).**

**Committee Votes**

Promotion:	Tenure:
10 number of votes FOR promotion	0 number of votes FOR tenure
0 number of votes AGAINST promotion	0 number of votes AGAINST tenure

**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

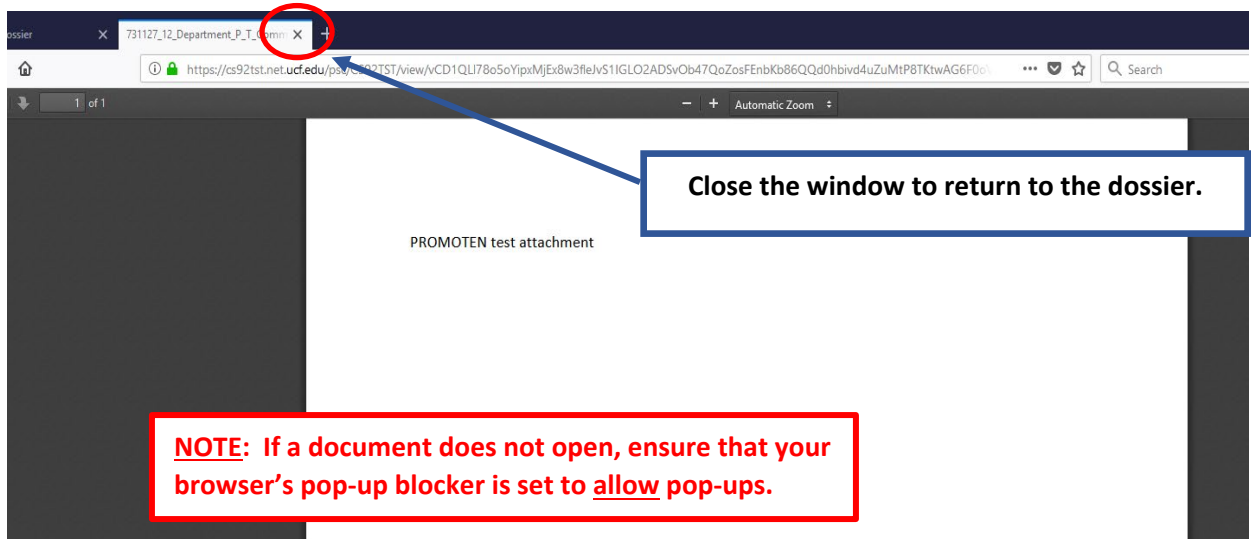
- If the department committee did not enter text in the box shown in Step 4, scroll down to the attachments to view the uploaded evaluation document. You may also view the committee's official record of attendance (signature list).

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

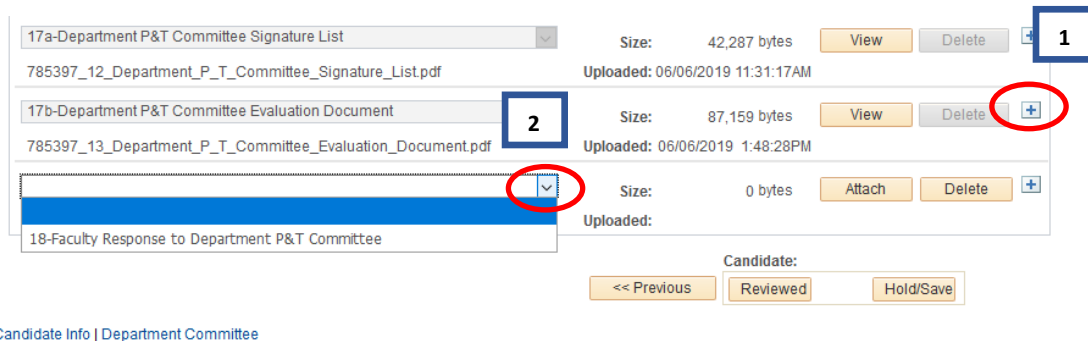
**Click the **View** buttons to review the department committee evaluation document and signature list.**

6. 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.



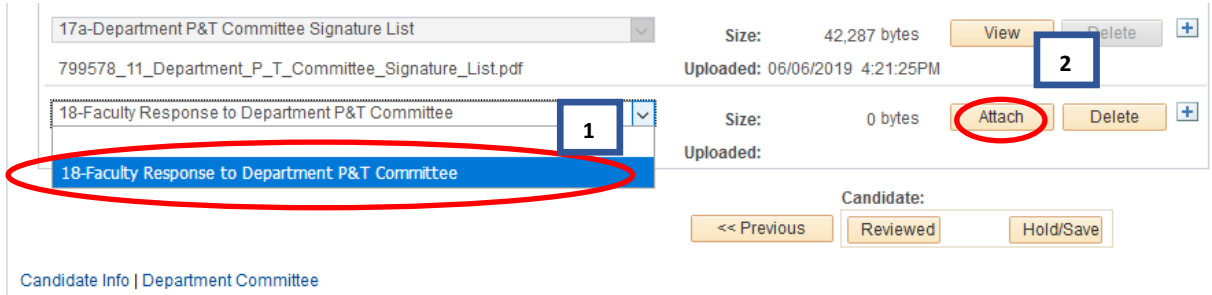
7. To add an optional response to the department committee's evaluation, scroll down to the attachments. Click the plus symbol (+) to add a row. On the new row, use the dropdown arrow to display the attachment options.

**IMPORTANT:**  
Responses are entirely optional. If you do not wish to upload a response, skip to Step 13.



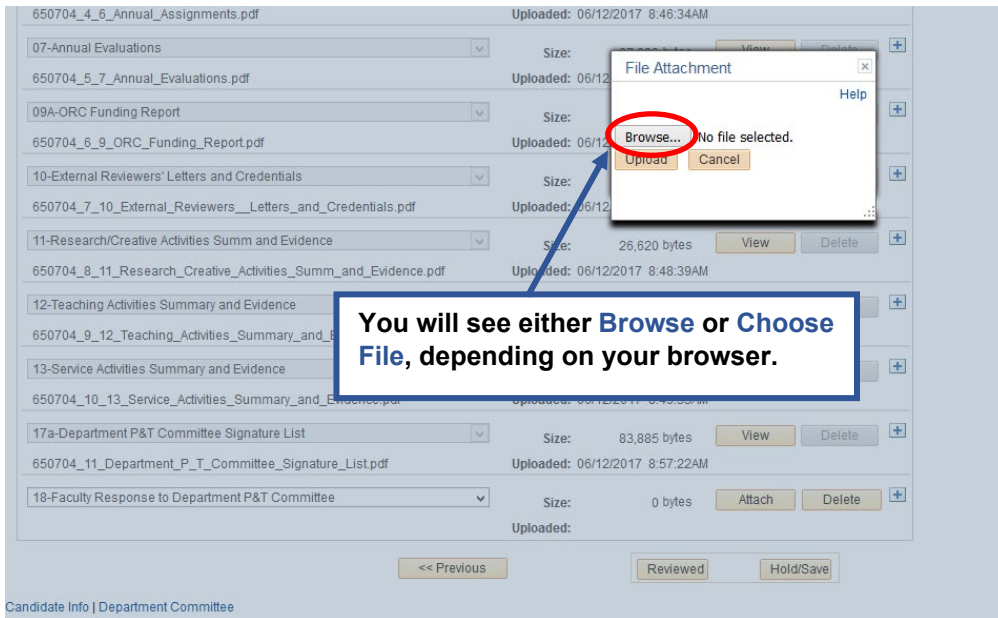
1. Click “+” to add a row.  
2. Use the dropdown arrow to display the attachment options.

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



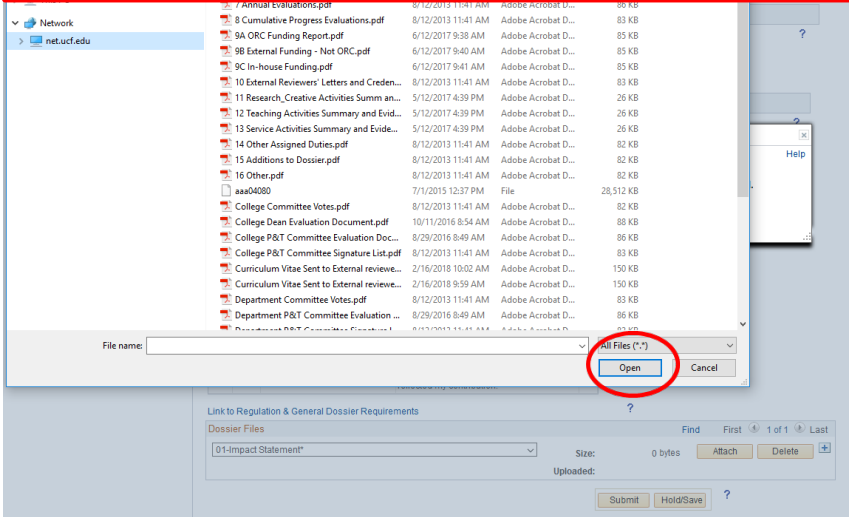
1. Click **“Faculty Response to Department P&T Committee”**
2. Click **“Attach”** to upload the faculty response.

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

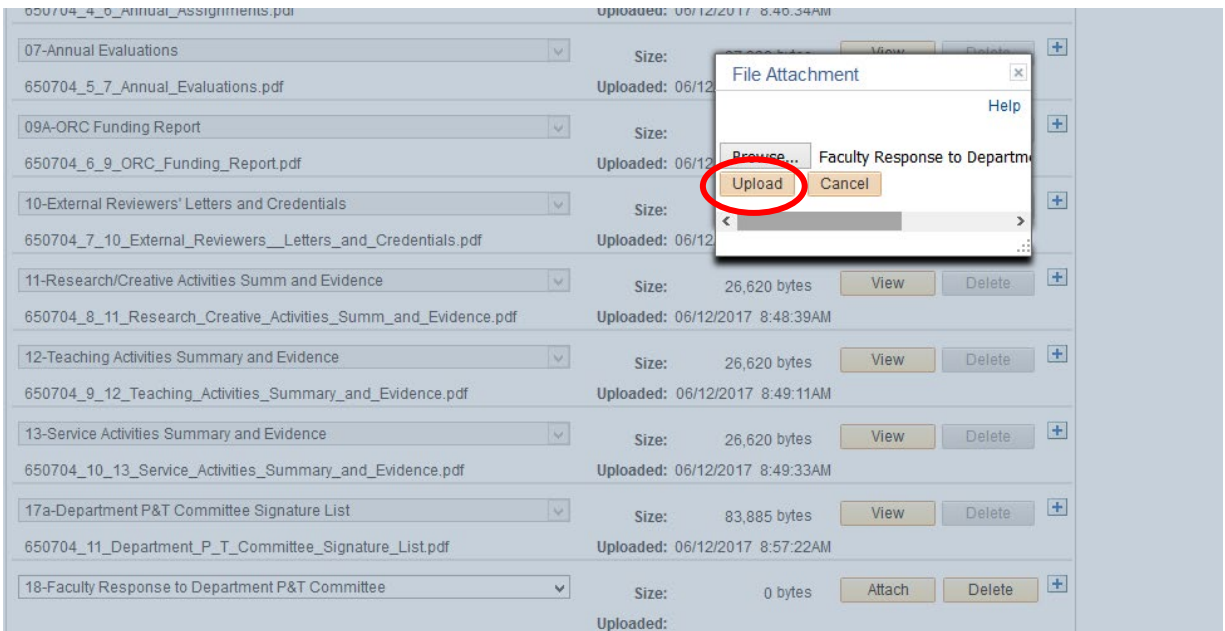


10. Choose the appropriate PDF from your files and select **Open**.

**IMPORTANT: Before completing this step, please ensure that documents are no larger than 40 MB, and that filenames are no longer than 40 characters.**



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

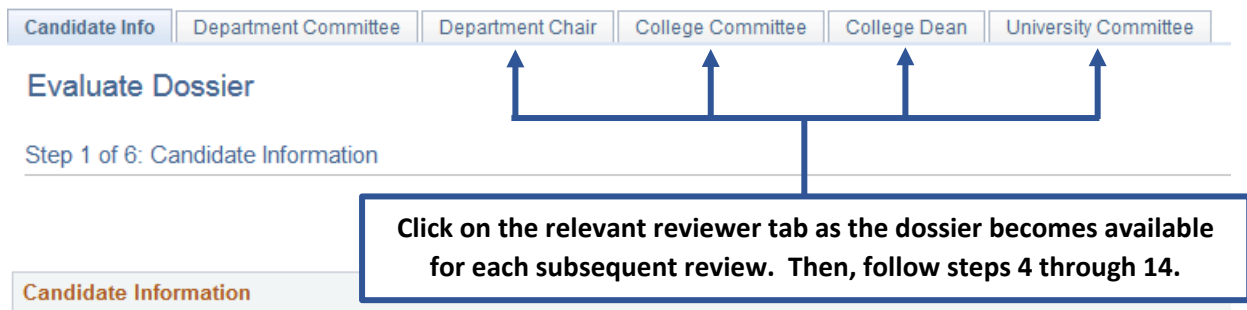
eForm ID: 123456

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)**



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