



# Faculty Excellence

## OVERVIEW

This manual provides guidance for the college committee manual navigating the promotion and tenure system to evaluate a candidate.

## COLLEGE COMMITTEE MANUAL PROMOTION & TENURE SYSTEM






Academic Year 2023-24

# Table of Contents

Before You Begin ..... 3  
Committee Members ..... 4  
Committee Chairs Only ..... 8

# 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.
- ❖ 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.
- ❖ For easiest access to eP&T applications, 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*

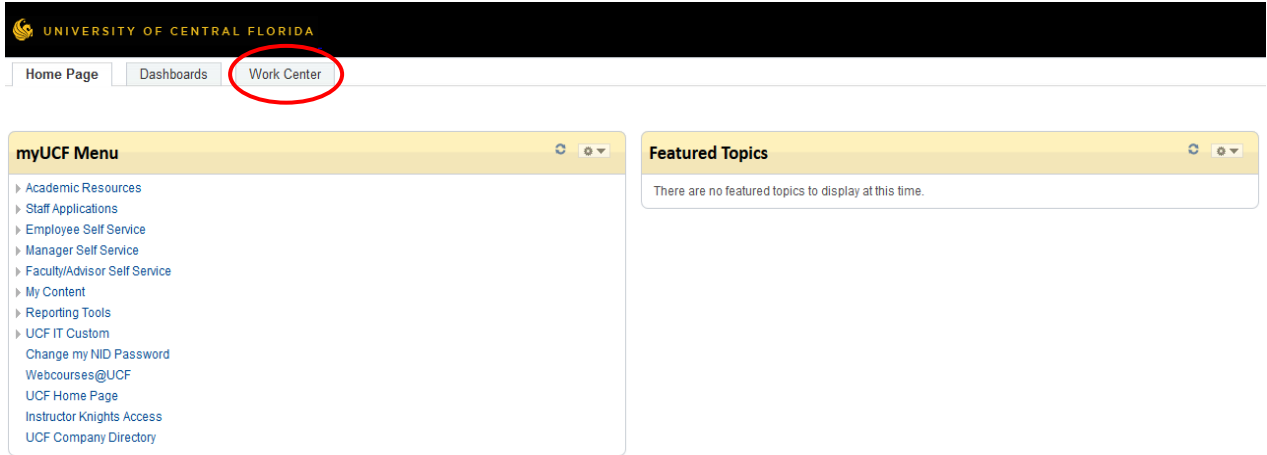
## **Additional Assistance**

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

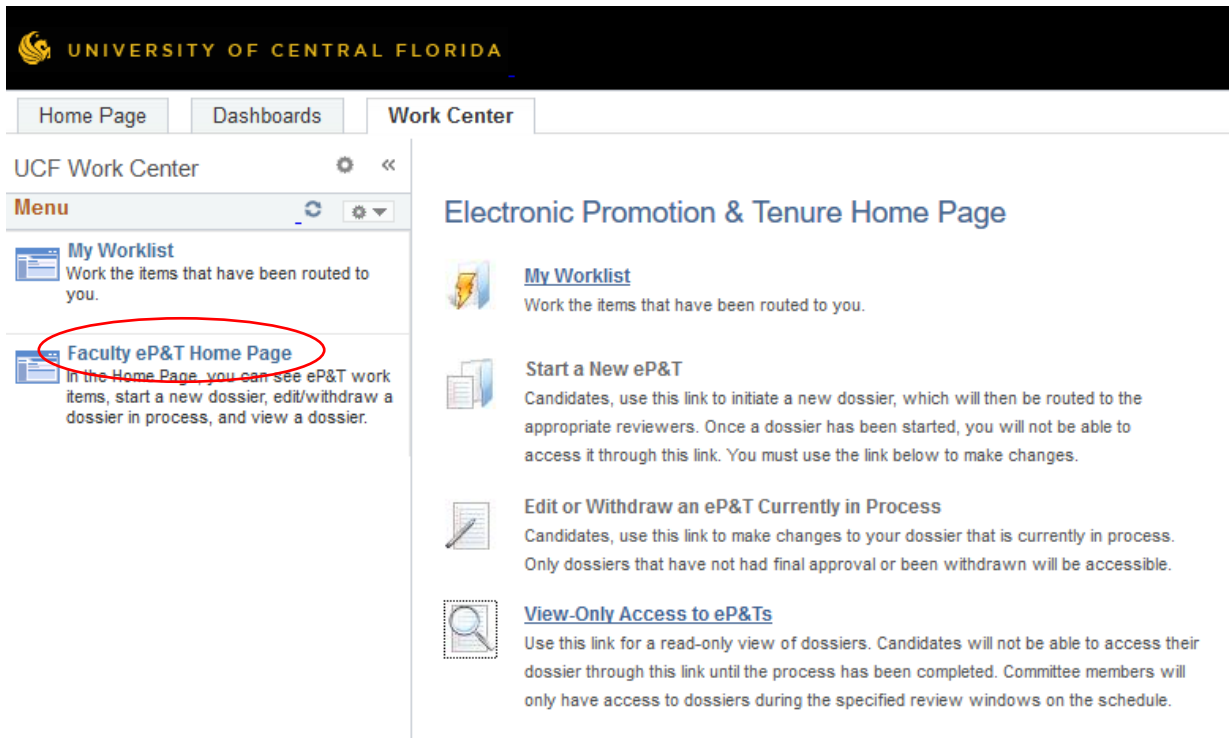
For further assistance or to request one-on-one training, please contact Faculty Excellence.

# Committee Members

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. Click on **Faculty eP&T Home Page**.



3. Click **View-Only Access to eP&Ts**.

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.

4. Click **Search** to bring up all dossiers. There is no need to complete any of the fields.

**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 [ ]

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 all dossiers.

- Click any field on an individual's line to open the dossier. You may sort the dossiers by clicking on any of the headings.

Workflow Form Status =

Case Sensitive

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

Search Results

[View All](#)

eForm ID	Year	Pathway Type	College	Department	Last Name	First Name
	2018	T/TE	College of Business Adm	Finance		
	2018	T/TE	College of Engr & Comp Sci	Civil, Environ, & Constr Engr		

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

To open the dossier, click anywhere on an individual's line.

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

Use these tabs to navigate through the dossier.

[Candidate Info](#) | [Department Committee](#) | [Department Chair](#) | [College Committee](#) | [College Dean](#) | [Univers](#)

View Dossier

Step 1 of 8: Candidate Information

Candidate Information

Empl ID:                      First Name:                      Last Name:                      eForm ID:

This button takes the user to the dossier attachments.

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

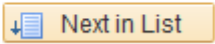
Link to Regulation & General Dossier Requirements ?

Dossier Files		Find	First	1-12 of 12	Last
01-Impact Statement	Size: 83,885 bytes	<b>View</b>	Delete		
785397_1_Impact_Statement.pdf	Uploaded: 06/06/2019 10:32:25AM				
02-Curriculum Vitae	Size: 83,885 bytes	<b>View</b>	Delete		
785397_2_Curriculum_Vitae.pdf	Uploaded: 06/06/2019 10:32:42AM				
03-Curriculum Vitae to External Reviewers	Size: 26,620 bytes	<b>View</b>	Delete		
785397_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf	Uploaded: 06/06/2019 10:32:55AM				

Click the "View" buttons to review the dossier files.

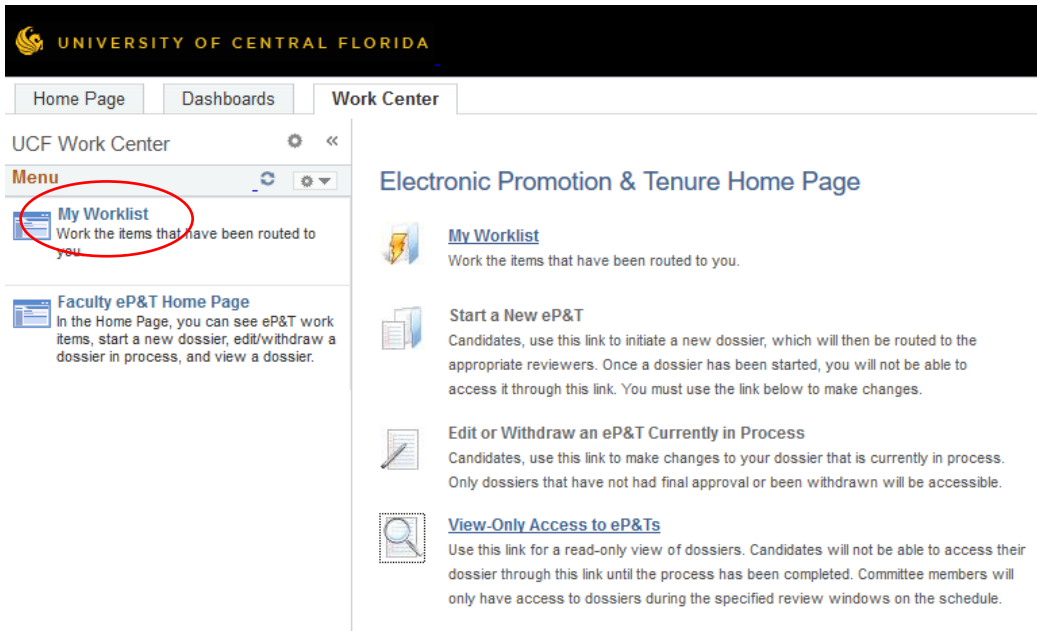
Click here to return to the list of dossiers.

Use these buttons to navigate to the previous/next dossier item.

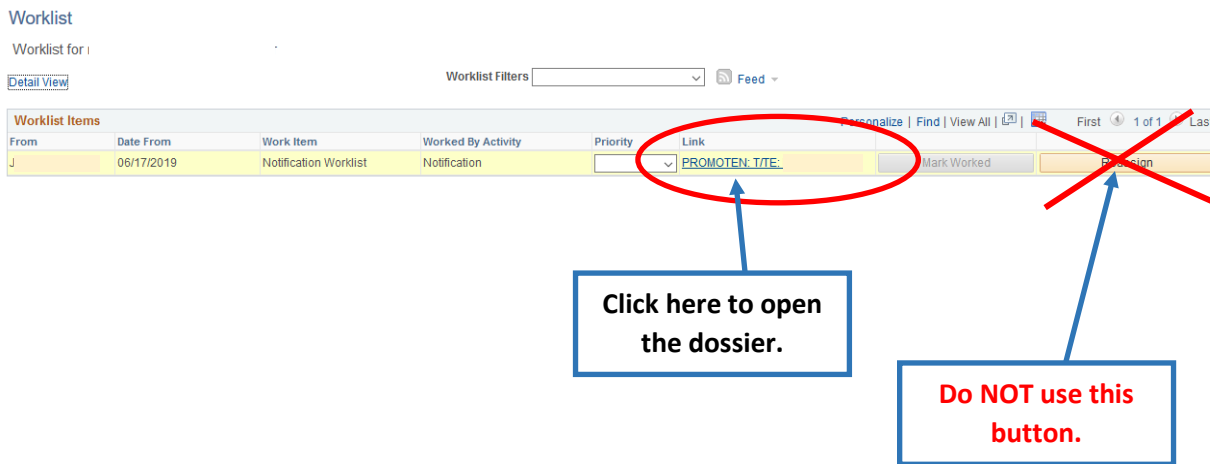
  

# Committee Chairs Only

1. Follow steps 1 & 2 from Part I, above. Then click [My Worklist](#).



2. A display similar to the following will appear. Click the link to open the dossier.





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

Use these tabs to navigate through the dossier.

Candidate Info | Department Committee | Department Chair | College Committee

Evaluate Dossier

Step 1 of 4: Candidate Information

Go to Attachments

Candidate Information

eForm ID:

Empl ID: First Name: Last Name:

The screenshot shows a web interface for evaluating a dossier. At the top, there are four tabs: 'Candidate Info', 'Department Committee', 'Department Chair', and 'College Committee'. A blue box with arrows points to these tabs with the text 'Use these tabs to navigate through the dossier.' Below the tabs, the page title is 'Evaluate Dossier' and the current step is 'Step 1 of 4: Candidate Information'. A yellow button labeled 'Go to Attachments' is circled in red, with a blue box and arrow pointing to it that says 'This button takes the user to the dossier attachments.' Below this, there is a section titled 'Candidate Information' with a form for 'eForm ID:', 'Empl ID:', 'First Name:', and 'Last Name:'.

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

Link to Regulation & General Dossier Requirements ?

Dossier Files		Find	First	1-12 of 12	Last
01-Impact Statement	Size: 83,885 bytes	View	Delete		
785397_1_Impact_Statement.pdf	Uploaded: 06/06/2019 10:32:25AM				
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete		
785397_2_Curriculum_Vitae.pdf	Uploaded: 06/06/2019 10:32:42AM				
03-Curriculum Vitae to External Reviewers	Size: 26,620 bytes	View	Delete		
785397_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf	Uploaded: 06/06/2019 10:32:55AM				

Click the "View" buttons to review the dossier files.

The screenshot shows a table titled 'Dossier Files' with columns for file name, size, and upload date. Each row has a 'View' button and a 'Delete' button. The 'View' buttons are circled in red. A blue box with an arrow points to the 'View' buttons with the text 'Click the "View" buttons to review the dossier files.' Above the table, there is a link 'Link to Regulation & General Dossier Requirements' and a search bar with a 'Find' button and pagination controls.

5. After the committee reviews and votes on the dossier, the committee chair is to enter the **votes** (see below), complete the **evaluation** (see below or step 7), and upload the **signature list** (see step 6).

Candidate Info | Department Committee | Department Chair | **College Committee**

Evaluate Dossier

Step 4 of 4: College Committee Analysis of Candidate Information

Select the "College Committee" tab

**Candidate Information**

Name of faculty member evaluated: Thomas Baker eForm ID: 785397

Current rank: Associate Professor

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

Application Type:  Promotion & Tenure  Promotion only  Tenure only

Applying to rank: Professor

**Committee Votes**

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

Promotion:

<input type="text" value="5"/> number of votes FOR promotion	<input type="text" value="0"/> number of votes FOR tenure
<input type="text" value="1"/> number of votes AGAINST promotion	<input type="text" value="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

Committee Chairs may use this interactive box to complete the evaluation **OR** may upload a PDF instead. If uploading a PDF, enter "Uploaded as PDF" in the box and follow instructions in step 7.

6. To upload the committee's signature list, scroll down to the attachments at the bottom of the page. Before you begin this step, note that there is a link to the signature list template at the bottom of the page (see illustration below and in step 8).

17a-Department P&T Committee Signature List	Size: 42,287 bytes	View	Delete	+
785397_12_Department_P_T_Committee_Signature_List.pdf				
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_13_Department_P_T_Committee_Evaluation_Document.pdf				

Print Committee Signature Template

Link to print committee signature template

Candidate:  
 << Previous Reviewed Hold/Save

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

17a-Department P&T Committee Signature List	Size: 42,287 bytes	View	Delete	+
785397_12_Department_P_T_Committee_Signature_List.pdf				
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_13_Department_P_T_Committee_Evaluation_Document.pdf				
	Size: 0 bytes	Attach	Delete	+

2. After adding a row, click the dropdown arrow and select "College P&T Committee Signature List." (Scroll to the bottom of the page in the dossier for a link to the template)

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: 26,620 bytes	View	Delete	+
785397_10_Service_Activities_Summary_and_Evidence.pdf				
17a-Department P&T Committee Signature List	Size: 42,287 bytes	View	Delete	+
785397_12_Department_P_T_Committee_Signature_List.pdf				
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_13_Department_P_T_Committee_Evaluation_Document.pdf				
21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_14_College_P_T_Committee_Signature_List.pdf				

4. When the file name appears, the file has successfully uploaded.

7. 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 box to complete the evaluation, as explained in step 5.

12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
785397_9_Teaching_Activities_Summary_and_Evidence.pdf	Uploaded: 06/06/2019 10:34:27AM			
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			

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

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_14_College_P_T_Committee_Signature_List.pdf	Uploaded: 06/17/2019 3:00:10PM			
21b-College P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

2. After adding a row, click the dropdown arrow and select "College 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.

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_14_College_P_T_Committee_Signature_List.pdf	Uploaded: 06/17/2019 3:00:10PM			
21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_15_College_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/17/2019 3:06:04PM			

4. When the file name appears, the file has successfully uploaded.

8. To submit the committee's evaluation and send it on to the next step, scroll down to the buttons on the bottom of the page.

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_14_College_P_T_Committee_Signature_List.pdf	Uploaded: 06/17/2019 3:00:10PM			
21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_15_College_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/17/2019 3:06:04PM			

[Print Committee Signature Template](#)

Candidate:  
[<< Previous](#) [Reviewed](#) [Hold/Save](#)

Click here to obtain the committee signature list template.

“Reviewed” forwards the dossier to the next step.  
“Hold/Save” saves the dossier, but does not forward it.