Training Manual for College Dean Designee Role
Electronic Promotion and Tenure System

Contents:

Part I  Task: Review and Forwarding of College Committee's Evaluation
The Dean Designee reviews the college committee’s evaluation and forwards the dossier to the candidate for review.

Part II  View-Only Access to Dossiers
The Dean Designee has view-only access to each dossier from the time it is submitted until Provost review begins. Follow these instructions for view-only access.
Part I

Task: Review and Forwarding of College Committee’s Evaluation

1. Sign in to the myUCF portal (my.ucf.edu) and click the Work Center tab. If you do not see the Work Center tab, contact Faculty Excellence at 407-823-113 or facultyexcellence@ucf.edu

2. Click on My Worklist
3. After selecting My Worklist, a display similar to the following will appear. Click the link to open the dossier.

4. Click the College Committee tab to review the committee’s vote and evaluation.
5. Review the vote count and evaluation comments

- Review the promotion and/or tenure vote count, as applicable.
- If the committee chair did not use the interactive box to complete the committee’s evaluation, scroll down to the attachments at the bottom of the page to view the uploaded evaluation document.
6. **Review the attached college committee signature list**

   Click **View** to review the college committee signature list. Confirm that all committee members who voted signed the form and that the number of signatures matches the vote count shown in Step 5.

   ![Image of the college committee signature list]

7. **If the committee did not use the evaluation box shown in step 5, review the attached PDF document**

   Click **View** to review the college committee’s evaluation document, if the committee did not complete the interactive box shown in Step 5.

   ![Image of the college committee evaluation document]
8. Scroll down to the bottom of the page to send the dossier to the next step (candidate review) or recycle it back to the committee for revision

“Reviewed” forwards the dossier to the candidate.

“Hold/Save” saves the dossier, but does not forward it.

“Recycle to Committee” forwards the dossier back to the college committee chairperson for revision.
Part II

View-Only Access to Dossiers

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

2. Click Faculty eP&T Home Page
3. Click **View-Only Access to eP&Ts**

4. Click **Search** to bring up all dossiers. There is no need to complete any of the fields.
5. Click any field on an individual’s line to open the dossier. You may sort the dossiers by clicking on any of the headings

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

To open a dossier, click anywhere on an individual’s line.

6. 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. NOTE: Depending on your level of review, you may not see all tabs shown here.

This button takes the user to the dossier attachments.
7. To view the attachments, select View for each dossier

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 in the search results list.

8. 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. Repeat this process until you have reviewed all of the attachments.

Close the window to return to the dossier.