



Faculty Excellence

OVERVIEW

This manual provides guidance for the College Dean Designee navigating the promotion and tenure system.

COLLEGE DEAN DESIGNEE MANUAL PROMOTION & TENURE SYSTEM Academic Year 2021-22

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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.
- ❖ 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 62, 60 ESR
 -  Internet Explorer: Version 11
 -  Safari: Version 12
 -  Chrome: Version 69
 -  Microsoft Edge: Version 42

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

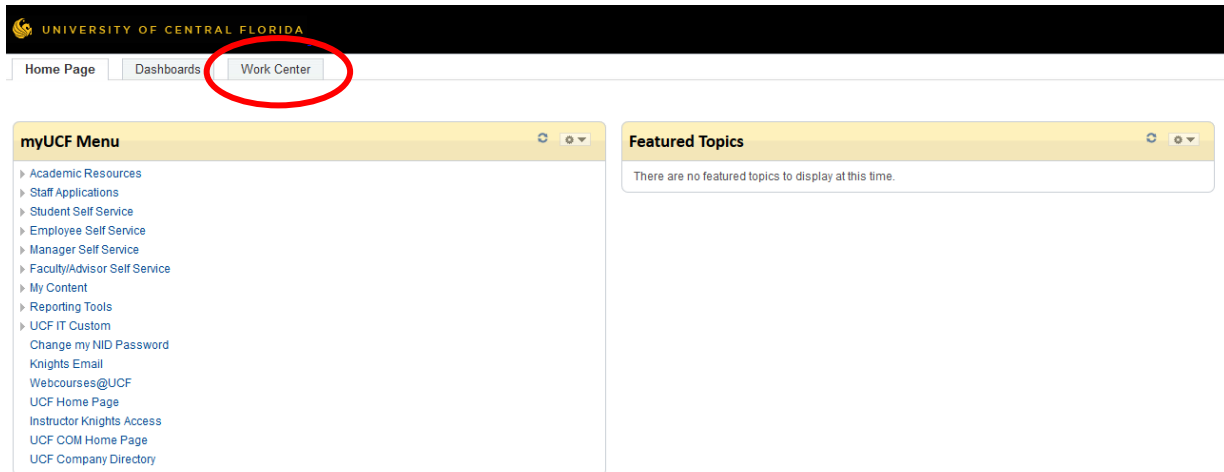
Additional Assistance

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

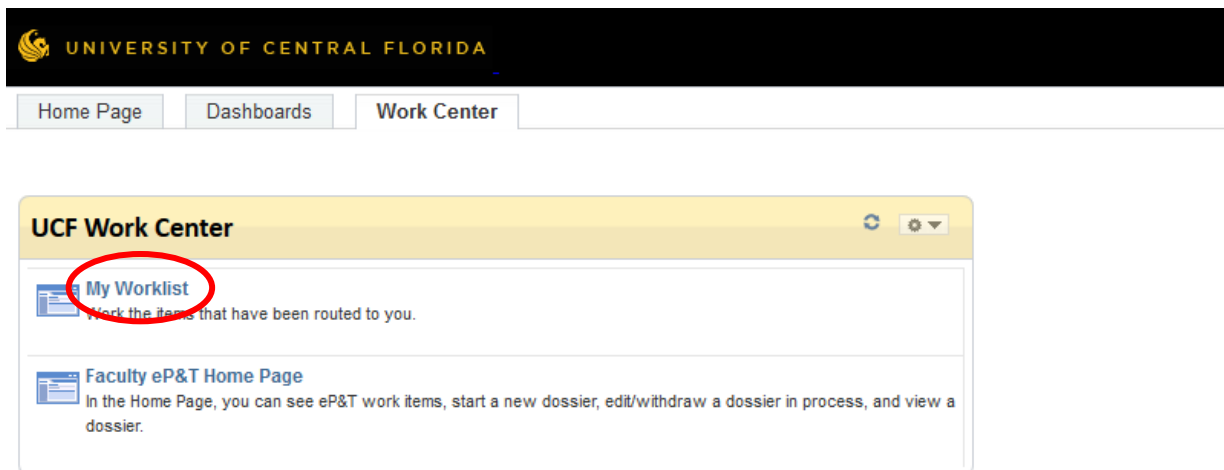
For further assistance or to request one-on-one training, please contact Faculty Excellence.

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**



- After selecting **My Worklist**, a display similar to the following will appear. Click the link to open the dossier

Worklist

Worklist for PT College Dean Designee

[Detail View](#) Worklist Filters [] Feed []

Worklist Items						Personalize	Find	View All	First	1 of 1	Last
From	Date From	Work Item	Worked By Activity	Priority	Link						
PT College Comm	0	Notification Worklist	Notification		PROMOTEN.NTE	Mark Worked					

Click here to open the dossier.

Do NOT use this button.

- Click the **College Committee** tab to review the committee's vote and evaluation

Click here to view the committee's vote and evaluation.

[Candidate Info](#) [Department Committee](#) [Department Chair](#) [College Committee](#)

Evaluate Dossier

Step 1 of 4: Candidate Information

[Go to Attachments](#)

Candidate Information

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

Tenure Status: Tenured

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

5. Review the vote count and evaluation comments

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

Evaluate Dossier

Step 4 of 4: College Committee Analysis of Candidate Information

Candidate Information

Name of faculty member evaluated: _____
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

Review the promotion and/or tenure vote count, as applicable.

Committee Votes

Promotion:	Tenure:
5 number of votes FOR promotion	0 number of votes FOR tenure
1 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 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.

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		
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		

Candidate:

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

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

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		
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		

Candidate:

[Candidate Info](#) | [Department Committee](#) | [Dep:](#)

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

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

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		

<< Previous

Candidate:

Reviewed Hold/Save

Recycle to Committee

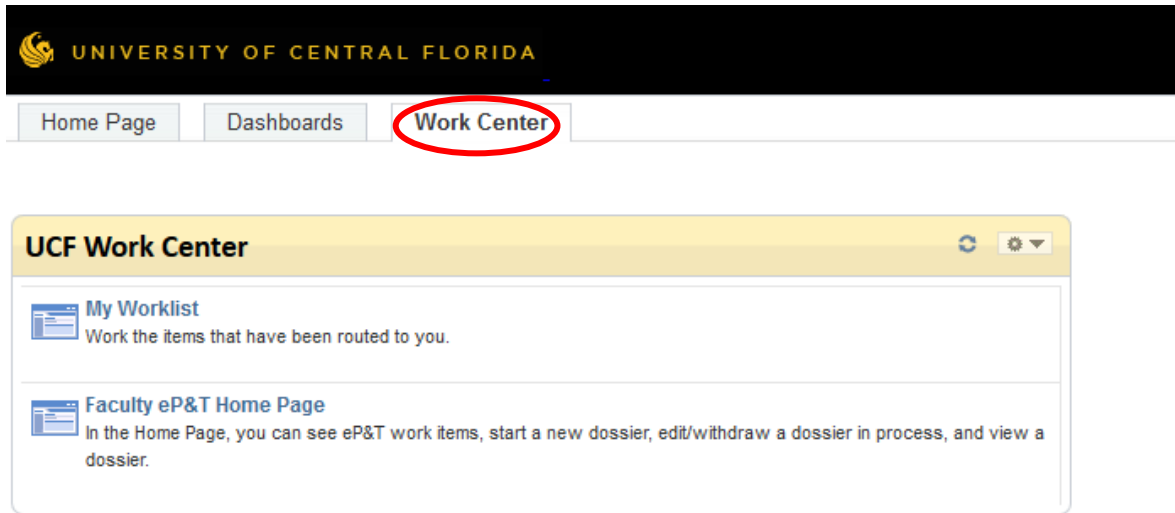
“Reviewed” forwards the dossier to the candidate.

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

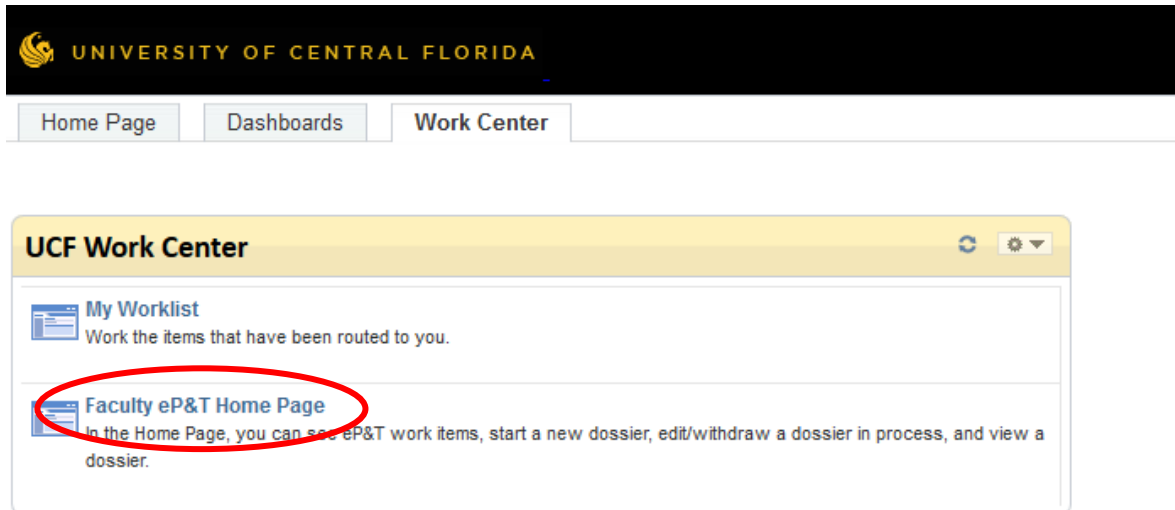
“Recycle to Committee” forwards the dossier back to the college committee chairperson for revision.

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](#)

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):

[Basic Search](#)

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

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

Workflow Form Status =

Case Sensitive

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

[Basic Search](#)

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		

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

- 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.

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

View Dossier

Step 1 of 8: Candidate Information

Candidate Information

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

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

Link to Regulation & General Dossier Requirements ?

Dossier Files		Find	First	1-13 of 13	Last
01-Impact Statement	Size: 83,885 bytes	View	Delete		
799578_1_Impact_Statement.pdf	Uploaded: 05/31/2019 4:55:29PM				
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete		
799578_2_Curriculum_Vitae.pdf	Uploaded: 05/31/2019 4:55:39PM				
03-Curriculum Vitae to External Reviewers	Size: 26,620 bytes	View	Delete		
799578_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf	Uploaded: 05/31/2019 4:55:53PM				

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.

[Return to Search](#) [Previous in List](#) [Next in 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

