Faculty Excellence
UCF

OVERVIEW
This manual provides guidance for the College Dean to navigate the promotion and tenure system so they may evaluate a candidate

COLLEGE DEAN MANUAL

PROMOTION & TENURE SYSTEM

Academic Year 2023-24

Table of Contents

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:

    - o Firefox: Version 87 RR, 78.9 ESR
    - o Internet Explorer: Version 11
    - o Safari: Version 14
    - o Chrome: Version 89
    - o 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/

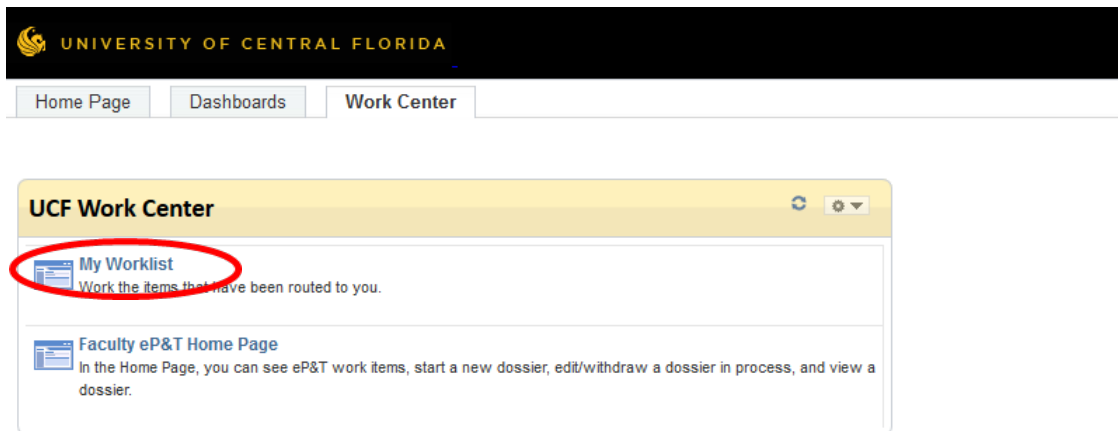For further assistance or to request one-on-one training, please contact Faculty Excellence.

Evaluation of Dossiers
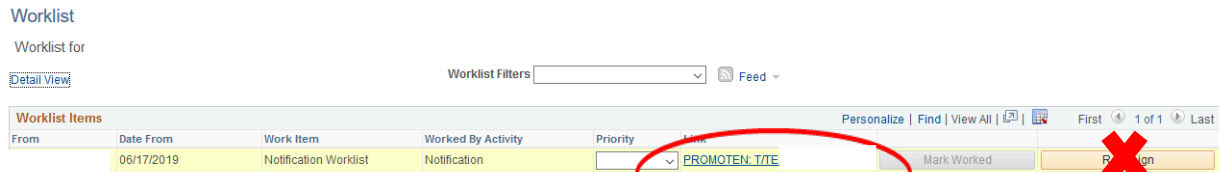
1. **Sign in to the myUCF portal (my.ucf.edu) and click the Work Center tab. If you do not see the Work Center tab, contact Faculty Excellence at 407-823-1113 or facultyexcellence@ucf.edu.**
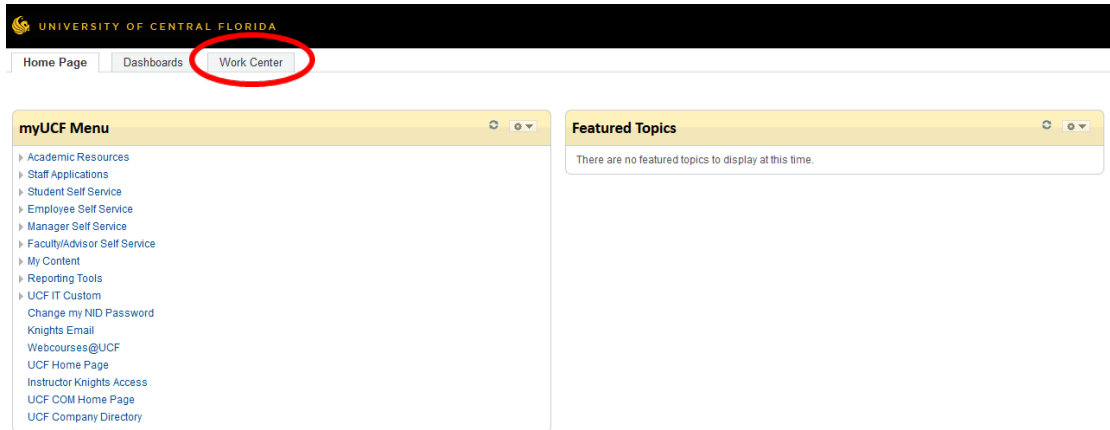
2. **Click My Worklist.**

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

4. **Use the tabs at the top of the page to navigate through the dossier. Click Go to Attachments to view the dossier files.**

Use these tabs to navigate through the dossier.

This button takes the user to the dossier attachments.

| Candidate Info | Department Committee | Department Chair | College Committee | College Dean |

Evaluate Dossier

Step 1 of 5: Candidate Information

Go to Attachments

Candidate Information

eForm ID: ?

Empl ID: First Name: Last Name:

5. **Click View to review each dossier file.**

Link to Regulation & General Dossier Requirements   ?

Dossier Files   Find   First   1-14 of 14   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 10:32:12AM				
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				
04-External Reviewers' Letters and Credentials	Size:	83,991 bytes	View	Delete	+
785397_4_External_Reviewers__Letters_and_Credentials.pdf	Uploaded: 06/06/2019 10:33:18AM				

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

6. After reviewing the dossier files, click the College Dean tab to enter the recommendation and evaluation.

| Candidate Info | Department Committee | Department Chair | College Committee | College Dean |

Evaluate Dossier

Step 1 of 5: Candidate Information

Go to Attachments

Candidate Information

eForm ID:

?

Empl ID: First Name: Last Name:

To begin working on the College Dean's evaluation, click here.

7. Enter the Dean's recommendation by clicking on the dropdown arrow and selecting **FOR** or **AGAINST**. Deans may use the interactive box to complete the evaluation narrative or may upload a PDF document instead.

Candidate Information

Name of faculty member evaluated: eForm ID:

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

Click on the dropdown arrow to select the promotion and/or tenure recommendation(s), as applicable.

Recommendations

*Promotion Recommendation: FOR

Tenure Recommendation:

Analysis

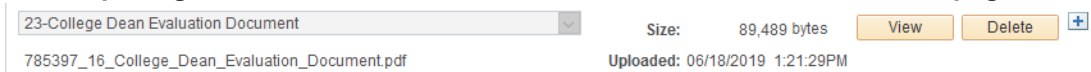*The following statement details the basis on which the above recommendations were made:

Deans may use this box to complete the evaluation **OR** may write "Uploaded as a PDF" in this box and upload a PDF document instead (See step 8).

8. **To upload the evaluation in PDF format, scroll down to the attachments. <u>Follow this step only if you are not using the interactive box to complete the evaluation, as explained in step 7</u>.**

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				**1**
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				
23-College Dean Evaluation Document	**2**	Size:	0 bytes	**3** Attach	Delete	+
		Uploaded:				

1. **Click the + sign to add a row.**
2. **Click the drop-down arrow and select College Dean Evaluation Document.**
3. **Click Attach to upload the document.**

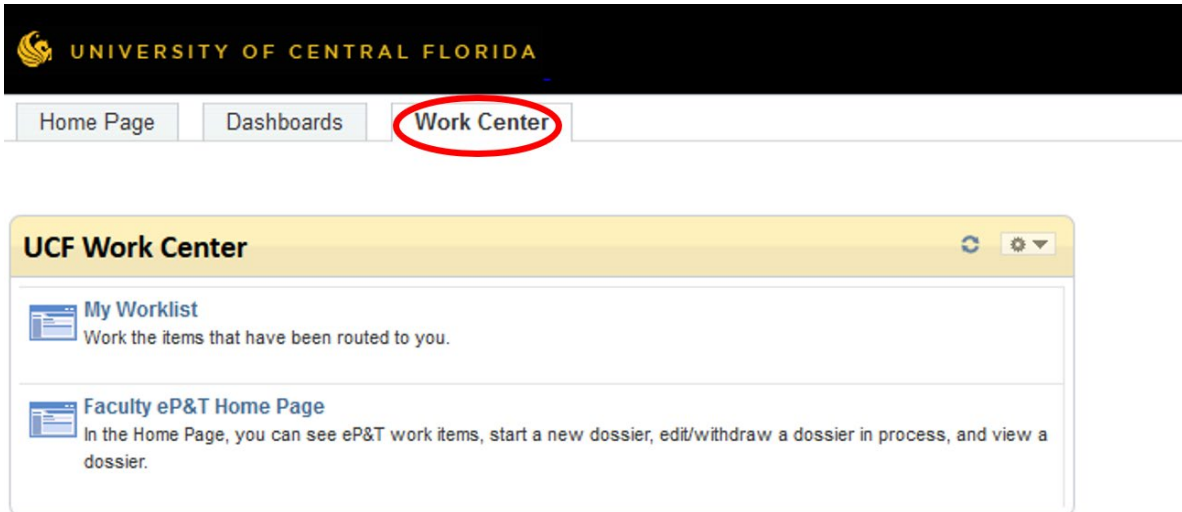9. **After completing the evaluation, click one of the buttons at the bottom of the page.**

| 23-College Dean Evaluation Document | | Size: | 89,489 bytes | View | Delete | + |
| 785397_16_College_Dean_Evaluation_Document.pdf | | Uploaded: 06/18/2019 1:21:29PM | | | | |

Candidate:

<< Previous   Reviewed   Hold/Save

Candidate Info | Department Committee | Department Chair | College Committee | College Dean

"Reviewed" forwards the dossier to the next step (candidate review).
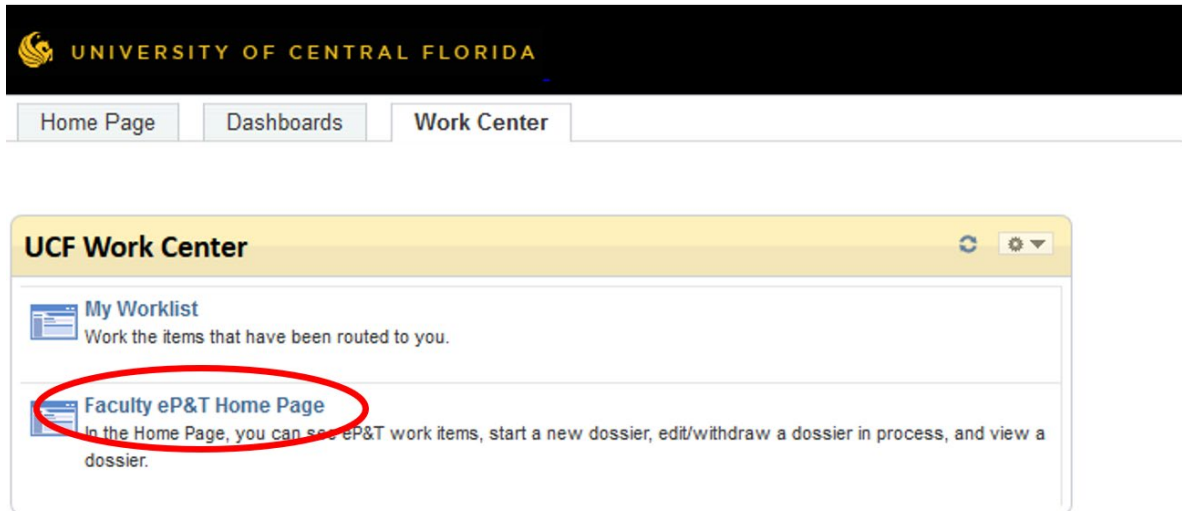
"Hold/Save" saves the dossier, but does not forward it.

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.).

Workflow Form Status = ⌄   ⌄

☐ Case Sensitive
Limit the number of results to (up to 300): 300

[Search] [Clear] Basic Search 🔲 Save Search Criteria

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.

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.

| Candidate Info | Department Committee | Department Chair | College Committee | College Dean |

View Dossier

Step 1 of 8: Candidate Information

[Go to Attachments]

Candidate Information

eForm ID:

Empl ID: First Name: Last Name:

7. **To view 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 4:55:25PM	
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.**

Close the window to return to the dossier.

PROMOTEN test attachment