Faculty Excellence
UCF

OVERVIEW

This manual provides guidance for Department Chairs/Unit Heads navigating the promotion and tenure system.

DEPARTMENT CHAIR MANUAL
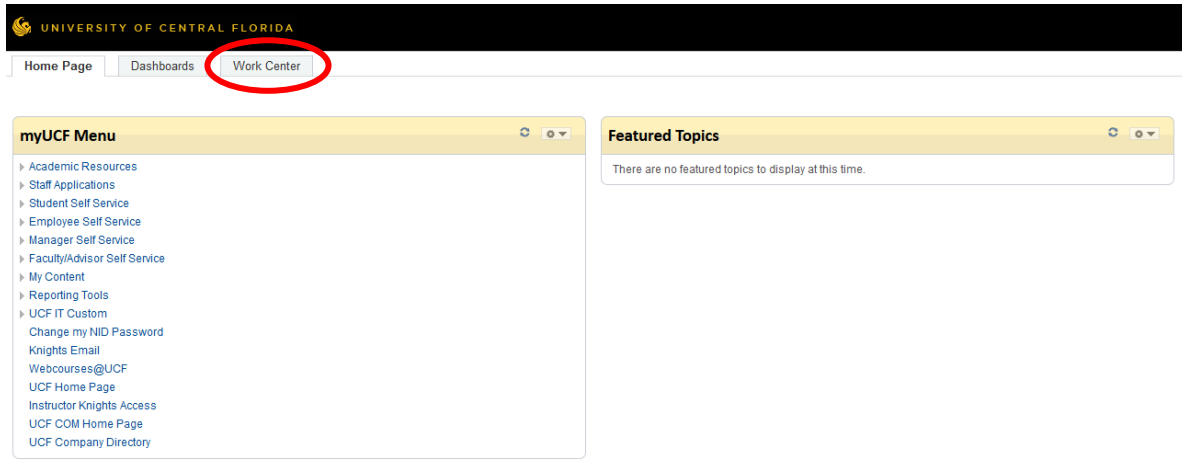
PROMOTION AND TENURE SYSTEM

Academic Year 2023-24

Contents

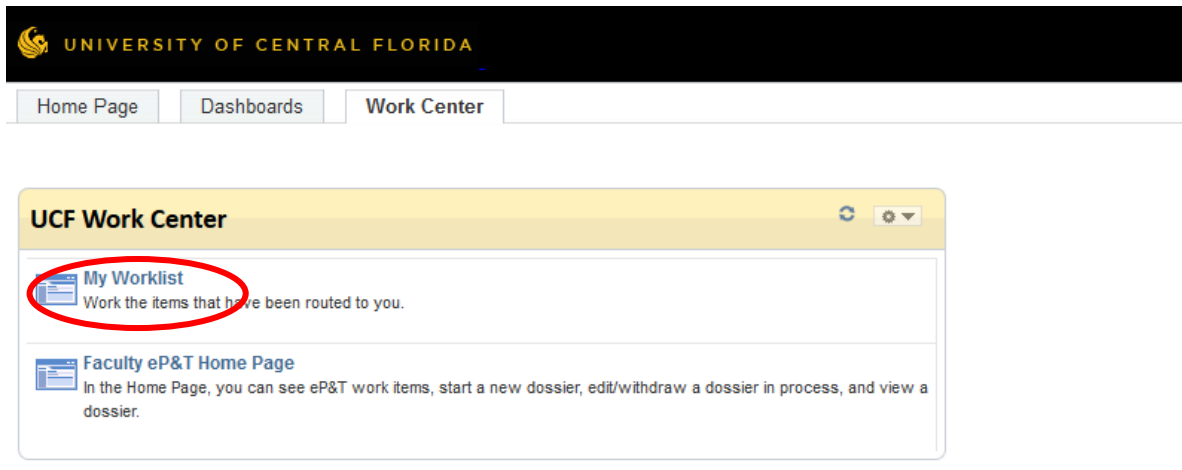# Part I

Verification of Dossier Contents

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 on My Worklist.**

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

4. After opening the dossier, review each of the uploaded files by clicking **View**. If the dossier is complete, check both boxes in the **Certifications** area.

Complete the certifications by clicking the checkboxes.

	Message Text	Description	
☑	Faculty Certification - Publications*		ⓘ
☑	Faculty Certification - Contracts and Grants*		ⓘ
☐ ⚠	Department Chair 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 the faculty member's original contribution.	
☐ ⚠	Department Chair 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 the faculty member's contribution.	

▼ Certifications   ?

Link to Regulation & General Dossier Requirements   ?

Dossier Files   Find   First ◄ 1-10 of 10 ► 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			

Review each uploaded document by clicking View.

5. After reviewing the dossier in its entirety and completing the certifications, click the relevant button at the bottom of the page.

11-Research/Creative Activities Sum. and Evidence	Size:	26,620 bytes	View	Delete
785397_8_Research___Creative_Activities_Summary_and_Evidence.pdf	Uploaded: 06/06/2019 10:34:12AM			
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			

Candidate:

Reviewed   Hold/Save

Recycle to Faculty

"Reviewed" forwards the dossier to the department committee.

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

"Recycle..." returns the dossier to the candidate for revision.

Part II

Review and Forwarding of
Department Committee's Evaluation

1. **Navigate to the dossier by following steps 1-3 in Part I, above.**

2. **After opening the dossier, click the Department Committee tab to review the department committee's vote count and evaluation comments.**

Click here to review the committee's evaluation.

Evaluate Dossier

Step 2 of 2: Department Committee Analysis of Candidate Information

Candidate Information

Name of faculty member evaluated: eForm ID:

Current rank: Associate Professor

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

Application Type: ○ Promotion & Tenure   ● Promotion only   ○ Ten

Applying to rank: Professor

Review the vote count and evaluation comments in the interactive box.

If the department committee did not use the interactive box, scroll down to the attachments at the bottom of the page to view the uploaded evaluation document.

Committee Votes

Promotion:

10   number of votes FOR promotion

0   number of votes AGAINST promotion

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

3. **Review the attached department committee signature list.**

> Click **View** to review the department committee signature list. Confirm that all committee members who voted signed the form <u>and</u> that the number of signatures matches the vote count shown in step 2.

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		
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		

Candidate:

[<< Previous] [Reviewed] [Hold/Save]
[Recycle to Committee]

Candidate Info | Department Committee

4. **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.**

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		
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		

Candidate:

[<< Previous] [Reviewed] [Hold/Save]
[Recycle to Committee]

Candidate Info | Department Committee

> **"Reviewed"** forwards the dossier to the candidate.
>
> **"Hold/Save"** saves the dossier, but does not forward it.
>
> **"Recycle to Committee"** returns the dosser to the department committee chairperson for revision.

Part III

Evaluation of Dossier

1. **Navigate to the dossier by following steps 1-3 in Part I above.**

2. **After opening the dossier, click the Department Chair tab.**

| Candidate Info | Department Committee | Department Chair |

To begin working on the department chair's evaluation, click here.

Evaluate Dossier

Step 3 of 3: Department Chair Analysis of Candidate Information

Candidate Information

Name of faculty member evaluated: eForm ID:

Current rank: Coor Admin

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

Application Type: ⦿ Promotion & Tenure   ◯ Promotion only   ◯ Tenure only

Applying to rank (if applicable): Associate Professor

3. **Enter the promotion and/or tenure recommendations and complete the written evaluation.**

Candidate Information

Name of faculty member evaluated: eForm ID:

Current rank: Associate Professor

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

Application Type: ◯ Promotion & Tenure   ⦿ Promotion only   ◯ Te...

Applying to rank: Professor

Click the dropdown arrow to enter the promotion and/or tenure recommendations, as applicable.

Recommendations

*Promotion Recommendation: FOR

Tenure Recommendation:

                     AGAINST

Analysis   FOR

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

Chairs may use this interactive box to complete their evaluation OR may write "uploaded as a PDF" in this box and upload a pdf document instead.

4. **To upload the evaluation in PDF format, scroll down to the attachments at the bottom of the page. Click the plus symbol (+) to add a row. On the new row use the dropdown arrow to display the attachment options.**

    Note If you have completed the evaluation by using the interactive box shown in step 3, skip this step and proceed to step 6.

5. **Select Department Chair Evaluation Document. Then click Attach to upload the Department Chair response.**

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

"Reviewed" forwards the dossier to the candidate.

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

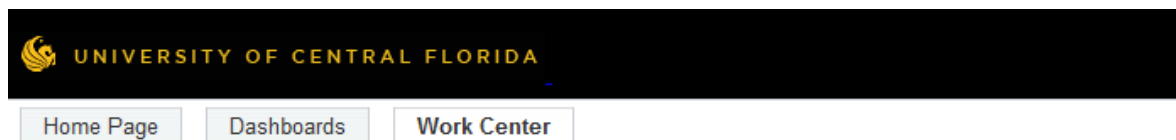"Recycle…" returns the dossier to the candidate.

Part IV
View-Only Access to Dossiers

[Follow these instructions to view the dossiers throughout the process]

1. **Sign in to the myUCF portal (my.ucf.edu) and click the Work Center tab.**
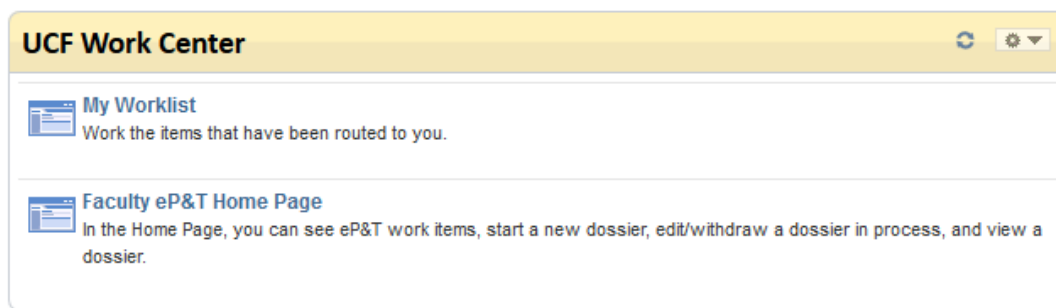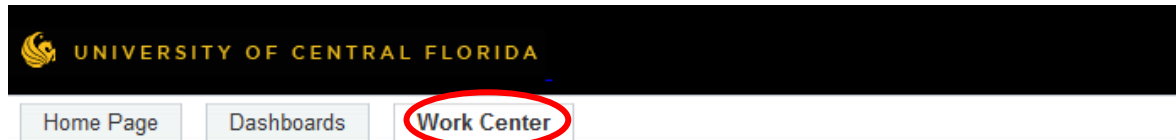
2. **Click the Faculty eP&T Home Page.**
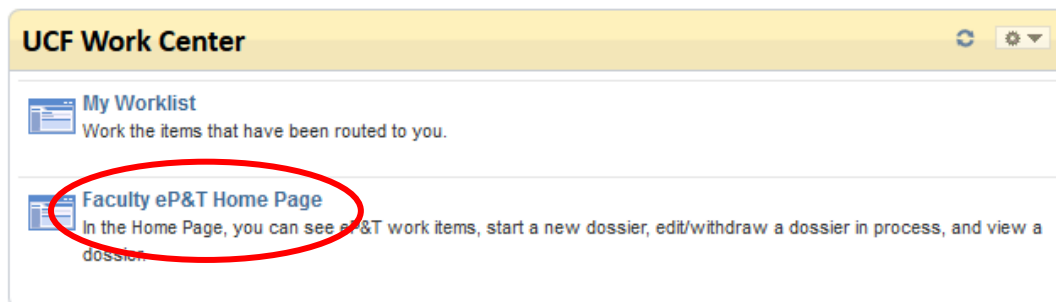
3. **Click** View Only Access to eP&Ts.

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 any of the headings.**

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

Search Results

View All

eForm ID	Year	Pathway Type	College	Department	Last Name	First Name
	2021	T/TE	College of Arts & Humanities	History	H	D
	2021	T/TE	College of Health Prof & Sci	Health Sciences	G	J

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.

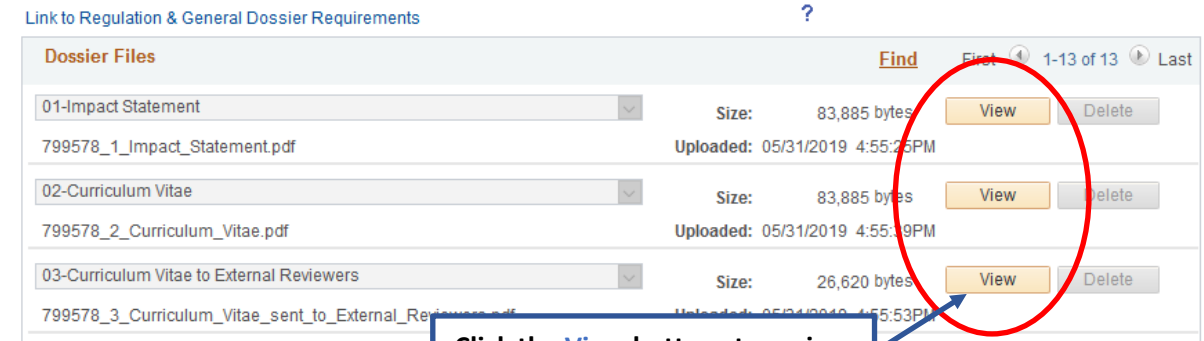| Candidate Info | Department Committee | Department Chair | College Committee | College Dean |

View Dossier

Step 1 of 8: Candidate Information

Go to Attachments

Candidate Information

eForm ID:

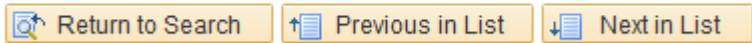Empl ID: First Name: Last Name:

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


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

Click 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.**
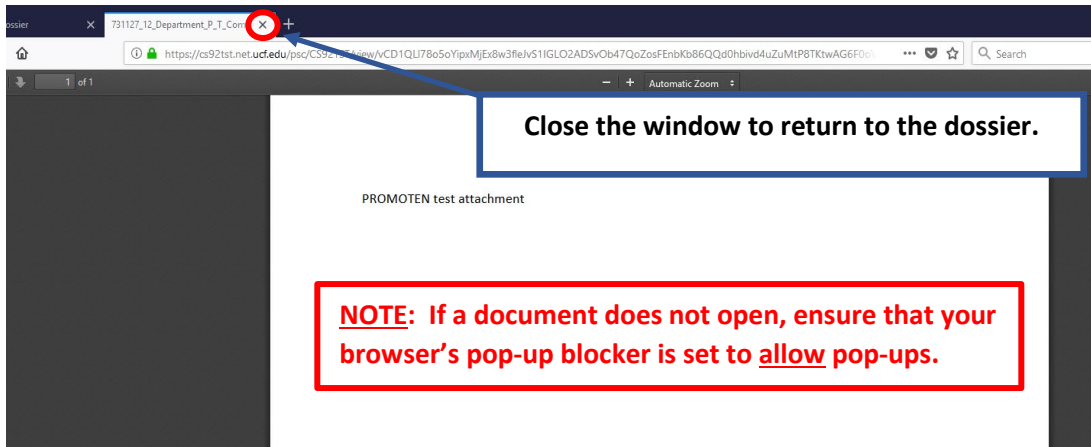
Close the window to return to the dossier.

NOTE: If a document does not open, ensure that your browser's pop-up blocker is set to <u>allow</u> pop-ups.