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 2021-22
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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

Phone: 407.823.1113 • Web: facultyexcellence.ucf.edu • Rev. 07/02/2021
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.

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.

“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.

   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.
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 and that the number of signatures matches the vote count shown in step 2.

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

“Reviewed” forwards the dossier to the candidate.

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

“Recycle to Committee” returns the dossier 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

   ![Department Chair Tab]

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

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

   ![Candidate Information]

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

   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.

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<table>
<thead>
<tr>
<th>Department Chair Evaluation Document</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-Service Activities Summary and Evidence</td>
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<td>View</td>
</tr>
<tr>
<td>17a-Department P&amp;T Committee Signature List</td>
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<td>View</td>
</tr>
<tr>
<td>17b-Department P&amp;T Committee Evaluation Document</td>
<td>87,159 bytes</td>
<td>View</td>
</tr>
<tr>
<td>19-Department Chair Evaluation Document</td>
<td>0 bytes</td>
<td>View</td>
</tr>
</tbody>
</table>
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

Click “Search” to bring up all dossiers.
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 the **View** button for each dossier file

<table>
<thead>
<tr>
<th>Dossier Files</th>
<th>Find</th>
<th>Size:</th>
<th>Uploaded:</th>
<th>View</th>
<th>Delete</th>
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</thead>
<tbody>
<tr>
<td>01-Impact Statement</td>
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</tbody>
</table>

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.

**NOTE**: If a document does not open, ensure that your browser’s pop-up blocker is set to **allow pop-ups**.