



# Faculty Excellence

## DEPARTMENT CHAIR MANUAL PROMOTION AND TENURE SYSTEM

Academic Year 2021-22

### OVERVIEW

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

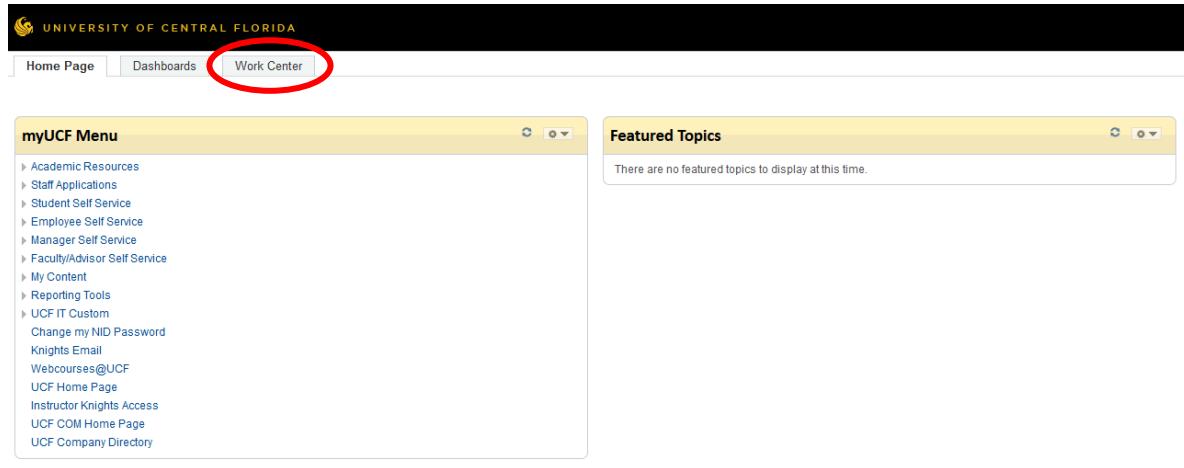
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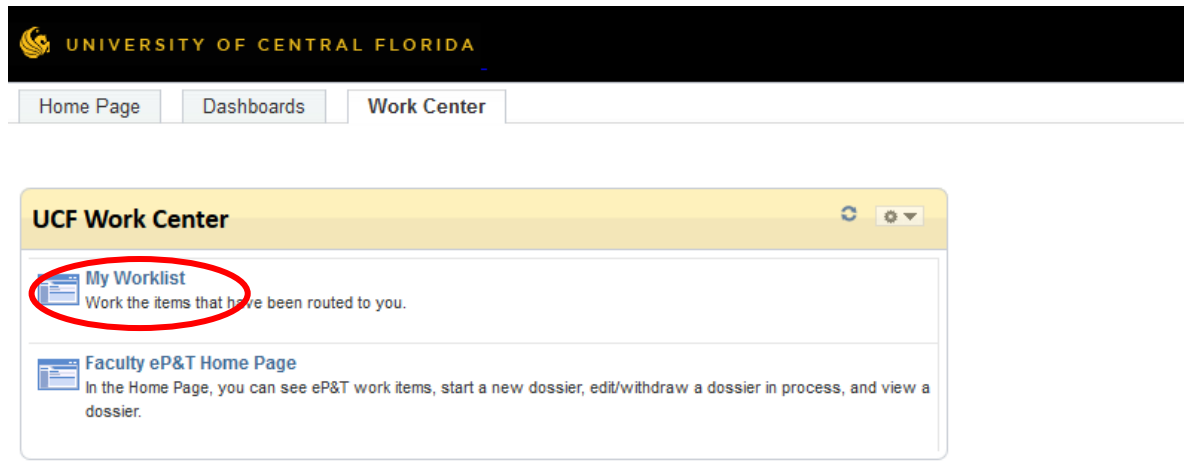
# Part I

## Verification of Dossier Contents

1. Sign in to the myUCF portal ([my.ucf.edu](http://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](mailto: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

Worklist

Detail View

Worklist Filters: [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	Marked	Actions
		Notification Worklist	Notification		<a href="#">PROMOTEN T/TE</a>	Mark Worked	Reassign

Click here to open the dossier.

Do NOT use this button.

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

**Certifications**

	Message Text	Description
<input checked="" type="checkbox"/>	Faculty Certification - Publications*	
<input checked="" type="checkbox"/>	Faculty Certification - Contracts and Grants*	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

Link to Regulation & General Dossier Requirements

**Dossier Files**

	Find	First	1-10 of 10	Last
01-Impact Statement 785397_1_Impact_Statement.pdf	Size: 83,885 bytes	<b>View</b>	Delete	Uploaded: 06/06/2019 10:32:25AM
02-Curriculum Vitae 785397_2_Curriculum_Vitae.pdf	Size: 83,885 bytes	<b>View</b>	Delete	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 785397_8_Research__Creative_Activities_Summary_and_Evidence.pdf	Size: 26,620 bytes	<b>View</b>	Delete	Uploaded: 06/06/2019 10:34:12AM
12-Teaching Activities Summary and Evidence 785397_9_Teaching_Activities_Summary_and_Evidence.pdf	Size: 26,620 bytes	<b>View</b>	Delete	Uploaded: 06/06/2019 10:34:27AM
13-Service Activities Summary and Evidence 785397_10_Service_Activities_Summary_and_Evidence.pdf	Size: 26,620 bytes	<b>View</b>	Delete	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

The screenshot shows a web interface for reviewing a department committee's evaluation. At the top, there are two tabs: "Candidate Info" and "Department Committee". The "Department Committee" tab is highlighted with a red circle, and a blue arrow points to it from a callout box that says "Click here to review the committee's evaluation." Below the tabs is a section titled "Evaluate Dossier" with a subtitle "Step 2 of 2: Department Committee Analysis of Candidate Information".

The main content area is divided into sections. The "Candidate Information" section includes fields for "Name of faculty member evaluated:", "Current rank: Associate Professor", "Pathway Type & Year: Tenured/Tenure-Earning Faculty Regular", "Application Type: Promotion & Tenure Promotion only Tenure", and "Applying to rank: Professor". The "Committee Votes" section is highlighted with a red circle, and a blue arrow points to it from a callout box that says "Review the vote count and evaluation comments in the interactive box." Below this, there are two rows: "10 number of votes FOR promotion" and "0 number of votes AGAINST promotion".

The "Analysis and Recommendations" section is highlighted with a red box, and a blue arrow points to it from a callout box that says "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." The text in this section reads: "\*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." Below this text is a field containing the text "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 and that the number of signatures matches the vote count shown in step 2.

12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	<input type="button" value="View"/>	<input type="button" value="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	<input type="button" value="View"/>	<input type="button" value="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	<input type="button" value="View"/>	<input type="button" value="Delete"/>
785397_12_Department_P_T_Committee_Signature_List.pdf	Uploaded: 06/06/2019 11:31:17AM		

Candidate:

[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	<input type="button" value="View"/>	<input type="button" value="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	<input type="button" value="View"/>	<input type="button" value="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	<input type="button" value="View"/>	<input type="button" value="Delete"/>
785397_12_Department_P_T_Committee_Signature_List.pdf	Uploaded: 06/06/2019 11:31:17AM		

Candidate:

[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 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

The screenshot shows the 'Evaluate Dossier' interface. At the top, there are three tabs: 'Candidate Info', 'Department Committee', and 'Department Chair'. The 'Department Chair' tab is highlighted with a red oval and a blue arrow pointing to it from a text box. The text box contains the instruction: 'To begin working on the department chair's evaluation, click here.' Below the tabs, the page title is 'Evaluate Dossier' and the subtitle is 'Step 3 of 3: Department Chair Analysis of Candidate Information'. The main content area is titled 'Candidate Information' and contains the following fields: 'Name of faculty member evaluated:', 'Current rank: Coor Admin', 'Pathway Type & Year: Tenured/Tenure-Earning Faculty Regular', 'Application Type: Promotion & Tenure Promotion only Tenure only', and 'Applying to rank (if applicable): Associate Professor'. There is an 'eForm ID:' field on the right side.

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

The screenshot shows the 'Recommendations' section of the 'Evaluate Dossier' interface. The 'Candidate Information' section is visible at the top, showing 'Name of faculty member evaluated:', 'Current rank: Associate Professor', 'Pathway Type & Year: Tenured/Tenure-Earning Faculty Regular', 'Application Type: Promotion & Tenure Promotion only Tenure only', and 'Applying to rank: Professor'. Below this, the 'Recommendations' section has a dropdown menu for '\*Promotion Recommendation:' with 'FOR' selected. A blue arrow points to the dropdown arrow with a text box containing the instruction: 'Click the dropdown arrow to enter the promotion and/or tenure recommendations, as applicable.' Below the dropdown, there is a 'Tenure Recommendation:' field with 'AGAINST' selected. The 'Analysis' section shows 'FOR' selected. At the bottom, there is a text box with the instruction: '\*The following statement details the basis on which the above recommendations were made:'. Below this, there is a large red-bordered box containing the text: '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.'

- 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

1. Click the plus symbol (+) to add a row.  
2. Use the dropdown arrow to display the attachment options.

13-Service Activities Summary and Evidence	26,620 bytes	View	Delete	+
731127_10_13_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 06/15/2018 1:32:21PM			
17a-Department P&T Committee Signature List	83,885 bytes	View	Delete	+
731127_11_Department_P_T_Committee_Signature_List.pdf	Uploaded: 06/15/2018 1:40:00PM			
17b-Department P&T Committee Evaluation Document	87,159 bytes	View	Delete	+
731127_12_Department_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/15/2018 1:40:37PM			
19-Department Chair Evaluation Document	0 bytes	Attach	Delete	+
19-Department Chair Evaluation Document	Uploaded:			

Candidate: |

<< Previous Reviewed Hold/Save Recycle to Faculty

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

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

13-Service Activities Summary and Evidence	26,620 bytes	View	Delete	+
731127_10_13_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 06/15/2018 1:32:21PM			
17a-Department P&T Committee Signature List	83,885 bytes	View	Delete	+
731127_11_Department_P_T_Committee_Signature_List.pdf	Uploaded: 06/15/2018 1:40:00PM			
17b-Department P&T Committee Evaluation Document	87,159 bytes	View	Delete	+
731127_12_Department_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/15/2018 1:40:37PM			
19-Department Chair Evaluation Document	0 bytes	Attach	Delete	+
19-Department Chair Evaluation Document	Uploaded:			

Candidate: |

<< Previous Reviewed Hold/Save Recycle to Faculty



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

19-Department Chair Evaluation Document Size: 87,159 bytes [View](#) [Delete](#) [+](#)  
731127\_13\_Department\_Chair\_Evaluation\_Document\_.pdf Uploaded: 06/21/2018 11:25:03AM

<< Previous **Candidate:**

Reviewed	Hold/Save
Recycle to Faculty	

**“Reviewed” forwards the dossier to the candidate.**

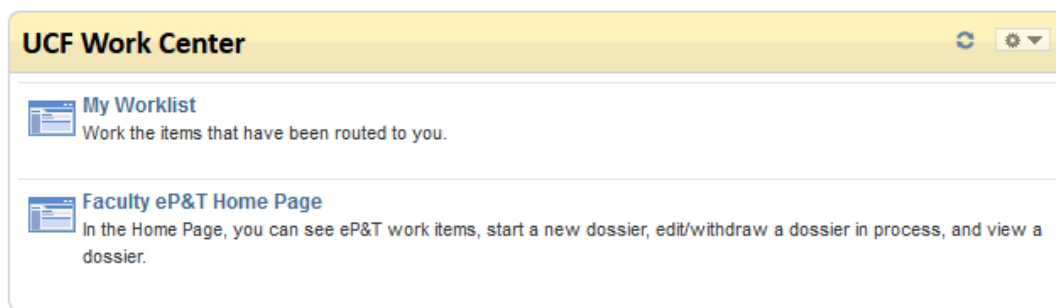
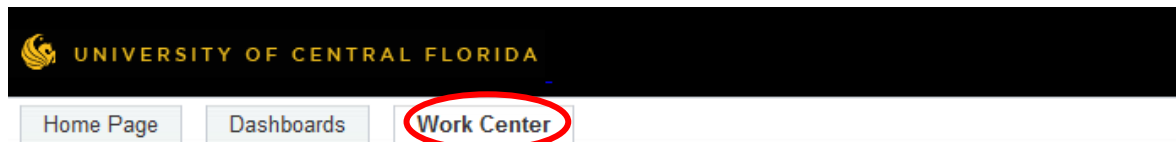
**“Hold/Save” saves the dossier, but does not forward it.**

**“Recycle...” returns the dossier to the candidate.**

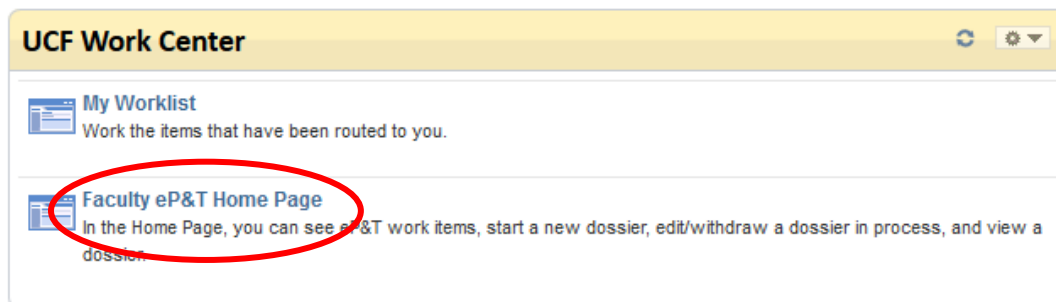
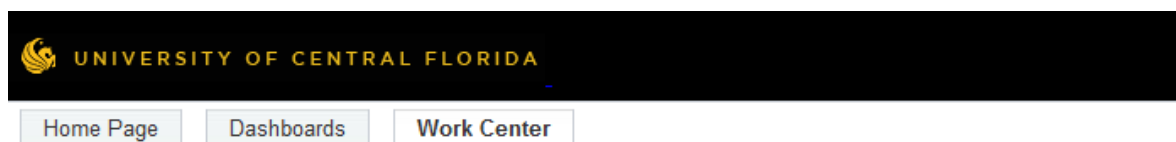
## Part IV View-Only Access to Dossiers

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

1. Sign in to the myUCF portal ([my.ucf.edu](http://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**

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): [ 300 ]

**Search** Clear Basic Search Save Search Criteria

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.).

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.

- 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

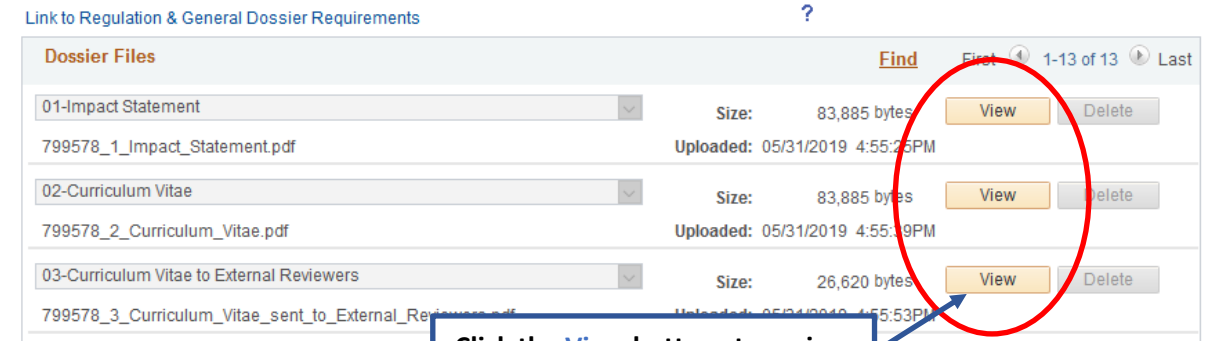
Step 1 of 8: Candidate Information

[Go to Attachments](#)

**Candidate Information**

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

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



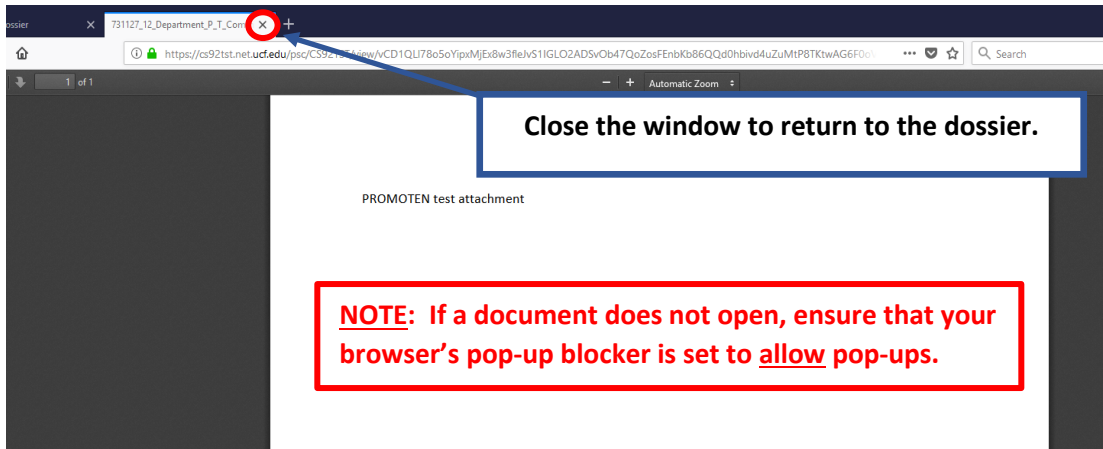
Click the **View** buttons to review the dossier files.

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.