Department Committee Training Manual
Electronic Promotion and Tenure System

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PART I
Committee Members

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 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 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.).

To open the 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. This button takes the user to the dossier attachments.
7. To view the attachments, select the View button for each dossier file.
PART II
Committee Chairs Only

1. Follow steps 1 and 2 in Part I (above). Then click My Worklist

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

3. 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.
- This button takes the user to the dossier attachments.
- Click here to return to open the dossier
- Do NOT use this button.
4. To view the attachments, select the **View** button for each dossier file

Click the “View” buttons to review the dossier files.

5. After the committee reviews and votes on the dossier, the Committee Chair is to enter the votes (see below), complete the evaluation (see below or step 7) and upload the signature list (see step 6)

Select the “Department Committee” tab

Enter the vote(s) for Promotion and/or Tenure, as applicable.

Committee Chairs may use this interactive box to complete the evaluation **OR** may upload a PDF instead. If uploading a PDF, enter “Uploaded as PDF” in the box and follow the instructions in step 7.
6. To upload the committee’s signature list, scroll down to the attachments at the bottom of the page. Before you begin this step, note that there is a link to the signature list template at the bottom of the page (see illustration below and in step 8).

1. Click the “+” sign to add a row(s) to upload required document(s).

2. After adding a row, click the dropdown arrow and select “Department P&T Committee Signature List.” (Scroll to the bottom of page in dossier for link to the signature template)

3. Click “Attach” to browse for and upload the document. Please be patient. The document may take a few moments to upload, depending on size.

4. When the file name appears, the file has successfully uploaded.
7. To upload the committee’s evaluation, scroll down to the attachments at the bottom of the page. Follow this step only if you are not using the interactive box to complete the evaluation, as explained in step 5.

1. Click the “+” sign to add a row(s) to upload required document(s).

2. After adding a row, click the dropdown arrow and select “Department P&T Committee Evaluation Document.”

3. Click “Attach” to browse for and upload the document. Please be patient. The document may take a few moments to upload, depending on size.

4. When the file name appears, the file has successfully uploaded.
8. If you would like to save the changes you have made to a dossier, but would not like it to go to the next step you can scroll to the bottom of the page and select the ‘Hold/Save’ button. “Hold/Save” saves the dossier, but does not forward it

9. After saving, you will receive this message

```
Form Status

eForm ID: 123456
You have just PLACED ON HOLD this form.
```

To re-open the dossier and continue working on your evaluation you can navigate back to your Worklist by following steps 1 & 2 in Part I of this manual (above), and then selecting My Worklist

10. To submit the committee’s evaluation and send it on to the next step, scroll down to the buttons at the bottom of the page and select ‘Reviewed’.

“Reviewed” forwards the dossier to the next step

Click here to obtain the committee signature list template
11. After selecting **Reviewed**, you will receive a text prompt. Select **Yes** if you are complete with your evaluation. Select **No** if you would like to review once more or make more changes.

![Message](image)

12. Once you select **Yes**, the dossier will be submitted forward, and you will be directed to the next screen that shows the dossier was successfully submitted.

**Evaluate Dossier**

**Step 2 of 2: Evaluation Complete**

**Form Status**

**eForm ID:** 123456

You have just APPROVED this form. This action passed the form to GT P&T Department Chair for further processing.

**Go To Wavlink**

**View This Form**
Part III
Error Prompts

1. If you attempt to submit a dossier without entering any votes, you will receive this text prompt:

   ![Message]
   Make an entry in the following required field(s) to proceed: Promotion Committee Votes (20000.11)

   OK

To resolve, press OK and change the number of votes from 0 to the appropriate number.

2. If the dossier attempts to be submitted without writing anything in the Analysis and Recommendations field, then you will receive this text prompt:

   ![Message]
   Make an entry in the following required field(s) to proceed: Department Committee Analysis (20000.11)

   OK

To resolve, please go back and type out an Analysis in the text box. If the Analysis was uploaded as a PDF please write “Uploaded as PDF” in this text box so it is not blank.
3. If you select the **Attach** button without selecting a document type first, you will receive this text prompt:

![Message]

To resolve, please select the dropdown, and ensure that one of the document types is highlighted before selecting **Attach**.

4. If you attempt to upload an attachment that is over 40 MB in size, you will receive this text prompt.

![Message]

Please compress your file or upload another file that meets the file requirements to upload successfully.

5. If you attempt to upload an attachment that is not in PDF format, you will receive this text prompt.

![Message]

To resolve, please convert your file into a PDF or upload the appropriate file type.