Faculty Excellence

UCF

OVERVIEW

This manual provides guidance for the Department Committee navigating the promotion and tenure system

DEPARTMENT COMMITTEE 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 your application, 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/
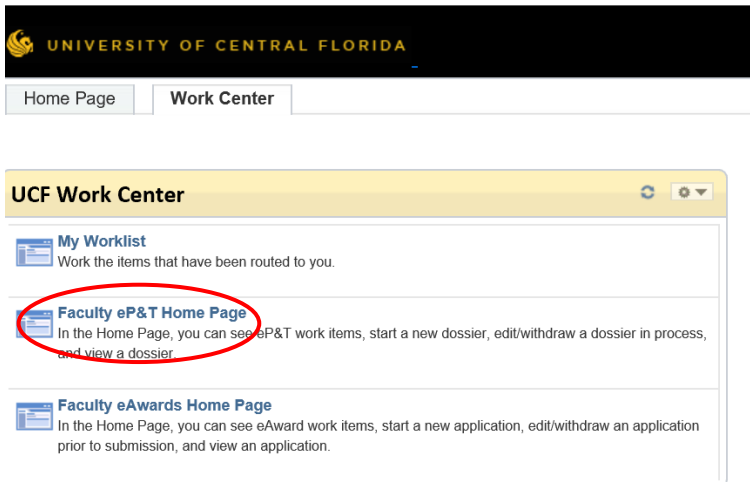
For further assistance or to request one-on-one training, please contact Faculty Excellence.

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.**
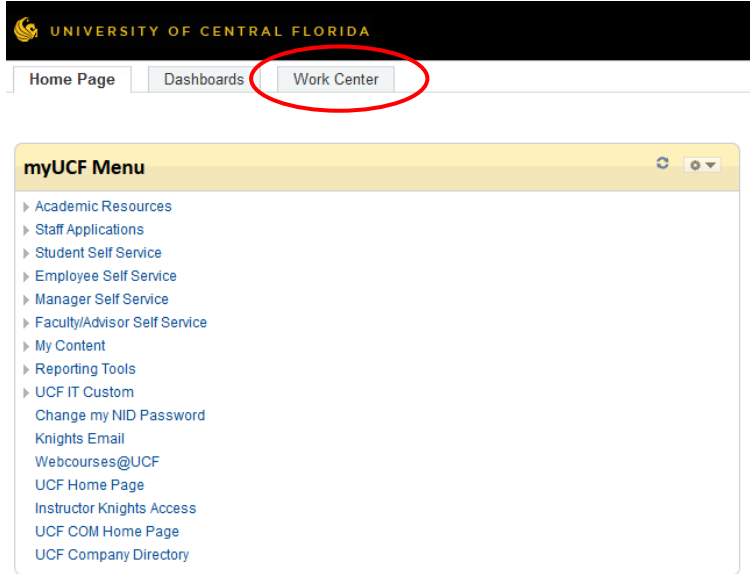
2. **Click Faculty eP&T Home Page.**

3. Click View-Only Access to eP&Ts.

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 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	=	

Click "Search" to bring up all dossiers.

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search   Clear   Basic Search   Save Search Criteria

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					First 1-2 of 2 Last			
eForm ID	Year	Pathway Type	College	Department	Last Name	First Name	Empl ID	Workflow Form Status
	2020	T/TE	College of Sciences	Physics				Part Apprv
	2020	I/L	College of Health & Public Aff	Cardiopulmonary Sci				Part Apprv

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

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

View Dossier

Step 1 of 8: Candidate Information

[Go to Attachments]

Candidate Information

?

eForm ID:

Empl ID: First Name: Last Name:

Tenure Status:

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

Link to Regulation & General Dossier Requirements   ?

Dossier Files		Find	First ◀ 1-2 of 12 ▶ 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			
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			

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

Candidate:

<< Previous   Next >>

Use these buttons to navigate to the previous/next tab of the dossier (Department Committee Tab to Department Chair Tab, etc.)

🔍 Return to Search   ↑ Previous in List   ↓ Next in List

Committee Chairs Only

1. Follow steps 1 and 2 in Part I (above). Then click **My Worklist**.
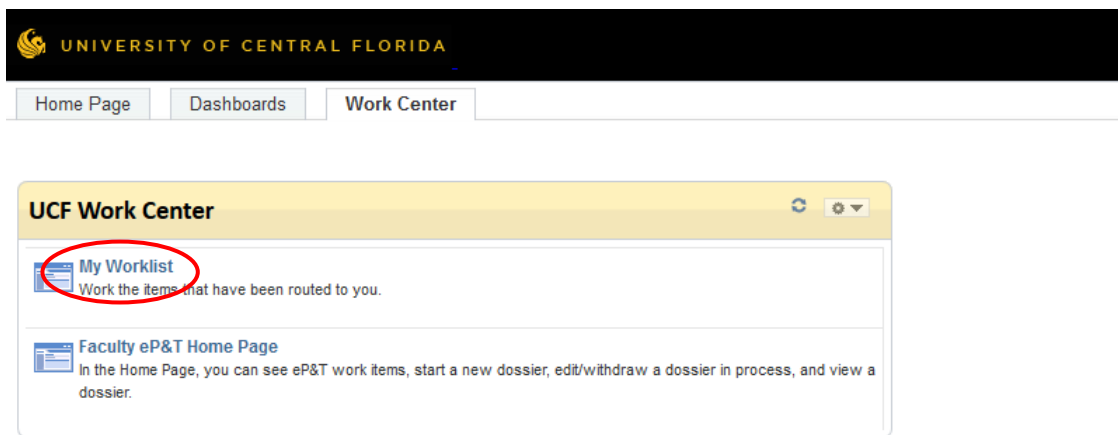
2. A display similar to the following will appear. Click the link to open the dossier.

Click here to return to open the dossier

Do NOT use this button.

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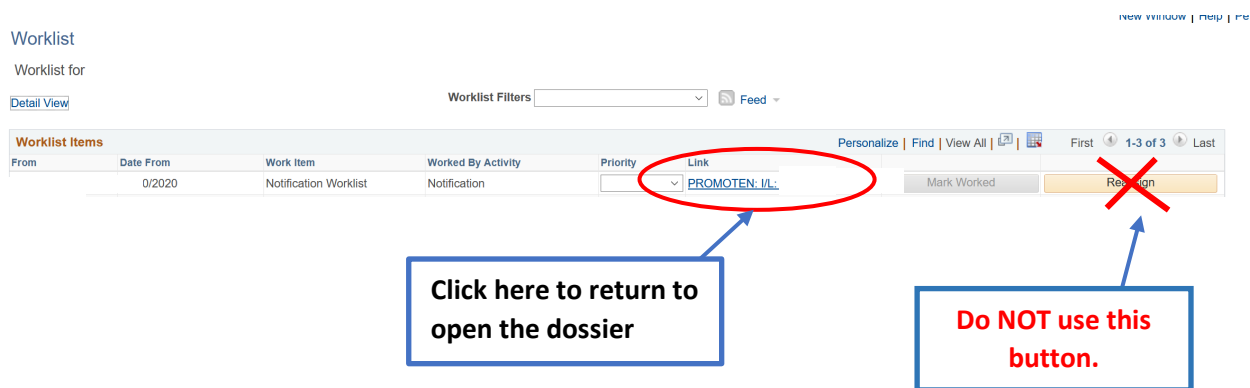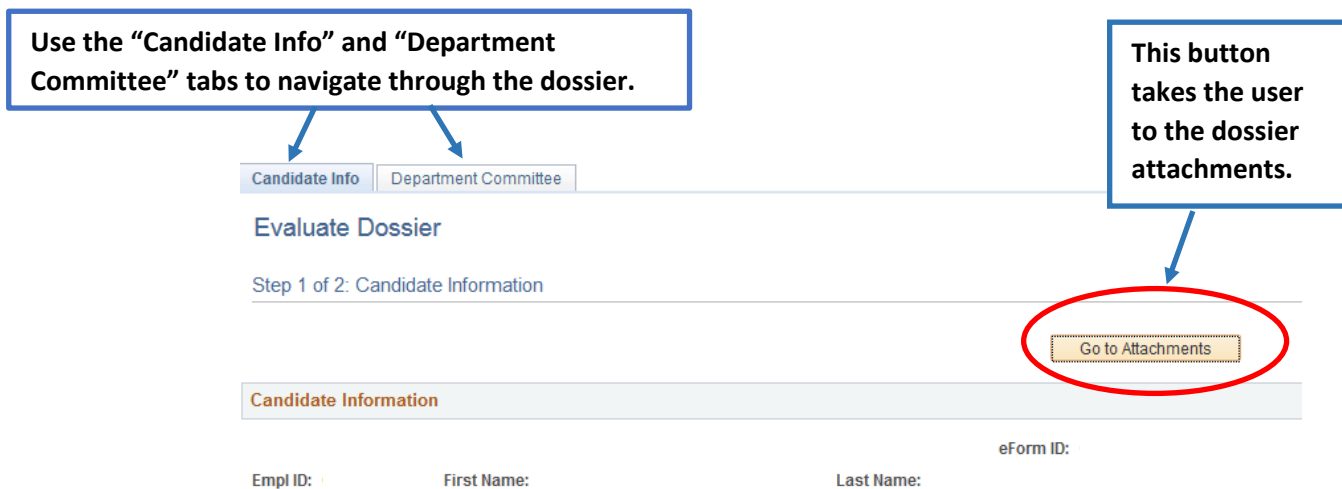
4. **To view the attachments, select the View button for each dossier file.**

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 10:32:26AM | | | | |

| 02-Curriculum Vitae | Size: | 83,885 bytes | View | Delete | + |
| 785397_2_Curriculum_Vitae.pdf | Uploaded: 06/06/2019 10:32:42AM | | | | |

| 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 | | | | |

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).**

Candidate Info   **Department Committee**

Evaluate Dossier

Step 2 of 2: Department Committee

Select the "Department Committee" tab

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   ○ Tenure only

Applying to rank: Professor

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

Committee Votes

Promotion:

[0] number of votes FOR promotion   0   number of votes FOR tenure

[0] number of votes AGAINST promotion   0   number of votes AGAINST tenure

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

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).**
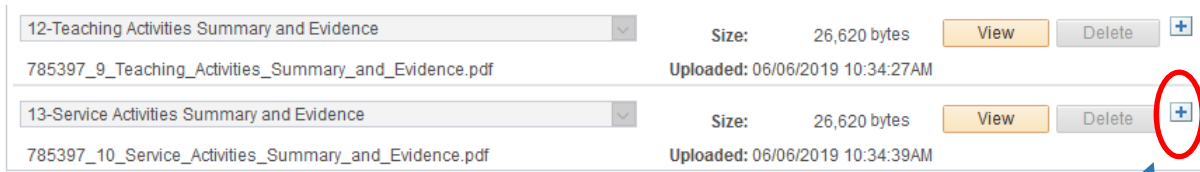
Link to print committee signature template

1. Click the "+" sign to add a row(s) to upload required document(s).
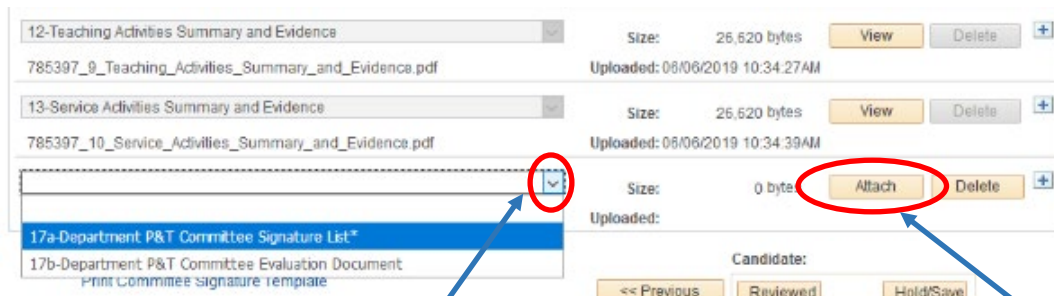
2. After adding a row, click the dropdown arrow and select "Department P&T Committee Signature List." (Scroll to the bottom of page in dossier for link to the signature template)

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.
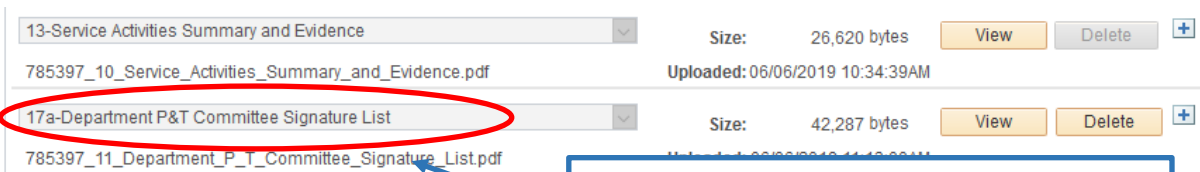
4. When the file name appears, the file has successfully uploaded.

7. **To upload the committee's evaluation, scroll down to the attachments at the bottom of the page. <u>Follow this step only if you are not using the interactive box to complete the evaluation, as explained in step 5</u>.**

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				

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

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				
17b-Department P&T Committee Evaluation Document		Size:	0 bytes	Attach	Delete	+
		Uploaded:				

2. **After adding a row, click the dropdown arrow and select "<u>Department P&T Committee Evaluation Document</u>."**
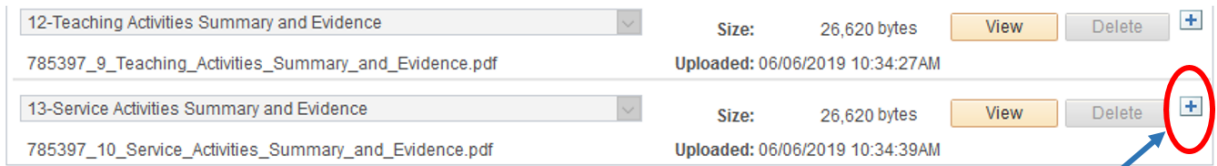
3. **Click "Attach" to browse for and upload the document. Please be patient. The document may take a few moments to upload, depending on size.**

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				
17b-Department P&T Committee Evaluation Document		Size:	87,159 bytes	View	Delete	+
785397_11_Department_P_T_Committee_Evaluation_Document.pdf		Uploaded: 06/06/2019 11:28:44AM				
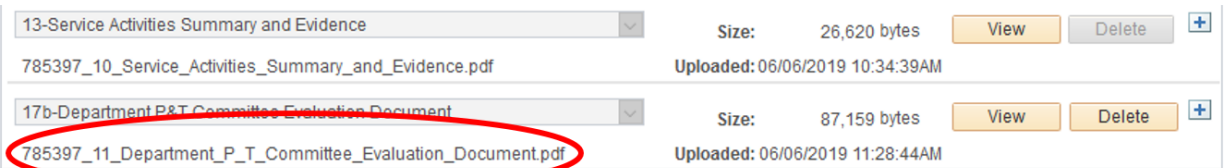
4. **When the file name appears, the file has successfully uploaded.**

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.

851547_2_Signature-List-for-Committees_6-3-2020.pdf   Uploaded: 06/25/2020 11:00:51AM

Print Committee Signature Template

Candidate:
| << Previous | Reviewed | Hold/Save |

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

9. After saving, you will receive this message
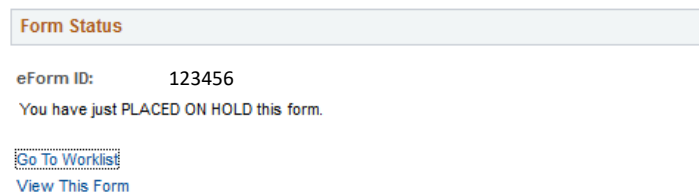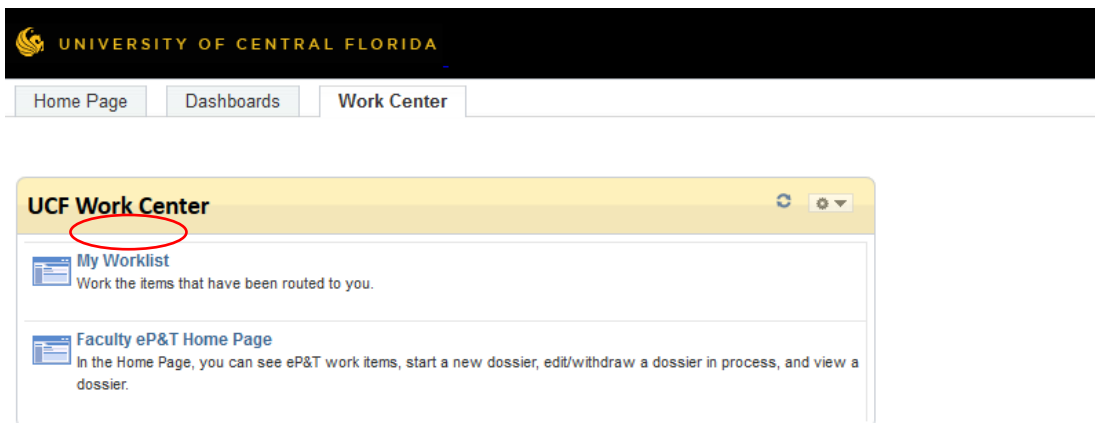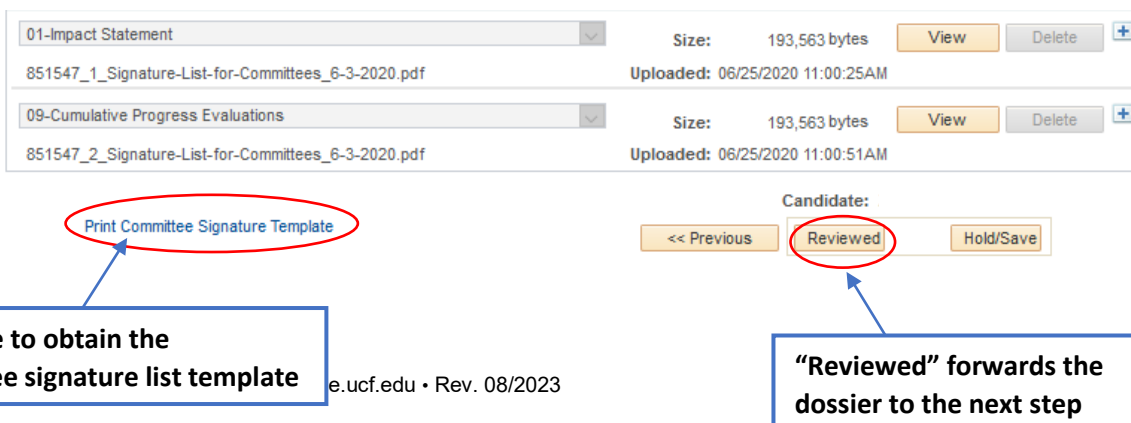
Form Status

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

Go To Worklist
View 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.

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| Home Page | Dashboards | **Work Center** |

UCF Work Center

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.

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'.

| 01-Impact Statement | | Size: | 193,563 bytes | View | Delete | + |
851547_1_Signature-List-for-Committees_6-3-2020.pdf   Uploaded: 06/25/2020 11:00:25AM
| 09-Cumulative Progress Evaluations | | Size: | 193,563 bytes | View | Delete | + |
851547_2_Signature-List-for-Committees_6-3-2020.pdf   Uploaded: 06/25/2020 11:00:51AM

Print Committee Signature Template

Candidate:
| << Previous | Reviewed | Hold/Save |

Click here to obtain the committee signature list template

"Reviewed" forwards the dossier to the next step

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

Forward this dossier? (20008,48)

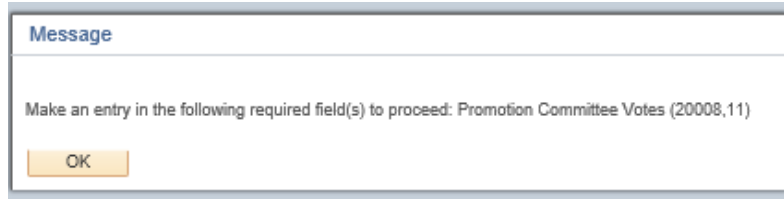The dossier will be sent to the next step for evaluation.

Yes   No
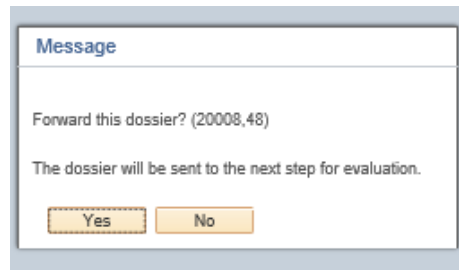
12. **Once you select Yes, the dossier will be submitted forward, and you will be directed to the next screen that shows the dossier was successfully submitted.**

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 Worklist

View This Form
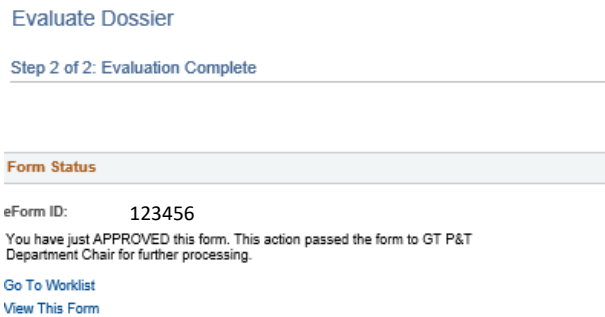
Error Prompts

1. **If you select the Reviewed button without entering any votes, you will receive this text prompt.**
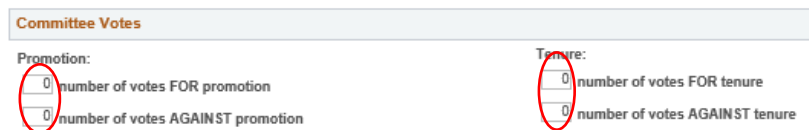
Message

Make an entry in the following required field(s) to proceed: Promotion Committee Votes (20008,11)

OK

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

Committee Votes

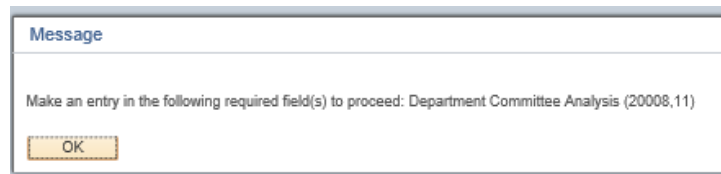Promotion:

0 number of votes FOR promotion

0 number of votes AGAINST promotion

Tenure:

0 number of votes FOR tenure

0 number of votes AGAINST tenure

2. **If you select the Reviewed button without writing anything in the Analysis and Recommendations field, then you will receive this text prompt:**
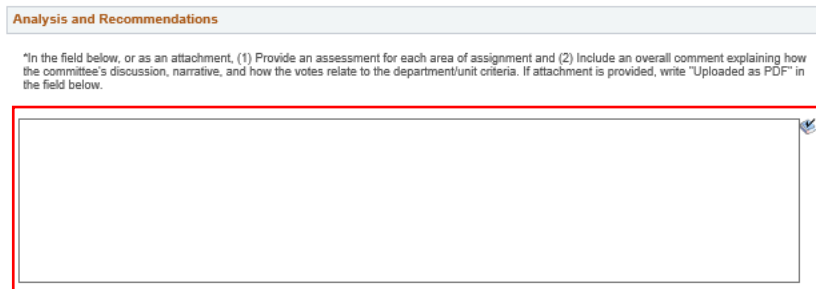
Message

Make an entry in the following required field(s) to proceed: Department Committee Analysis (20008,11)

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.

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.

3. **If you select the Attach button without selecting a document type first, you will receive this text prompt:**

Message

Attachment Document Type Required (20008,20)

Please choose a document type from the drop-down list before attaching your file.

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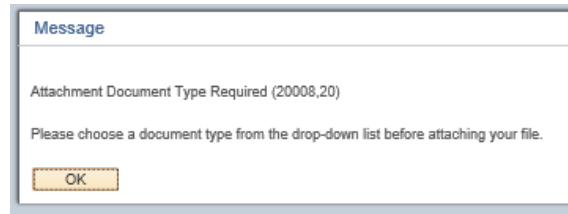
To resolve, please select the dropdown, and ensure that one of the document types is highlighted before selecting Attach.

| | Size: | 0 bytes | Attach | Delete | + |
17a-Department P&T Committee Signature List
17b-Department P&T Committee Evaluation Document
Uploaded:

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

Message

File size limit is 40 MB. (20008,70)

File is too large and cannot be attached. Please reduce the size of the file to less than 40MB (40960 KB) and try attaching again. For assistance, please contact Faculty Excellence at 407-823-1113.

OK

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

Only PDF file attachments are allowed. (20008,23)

OK

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