



Faculty Excellence

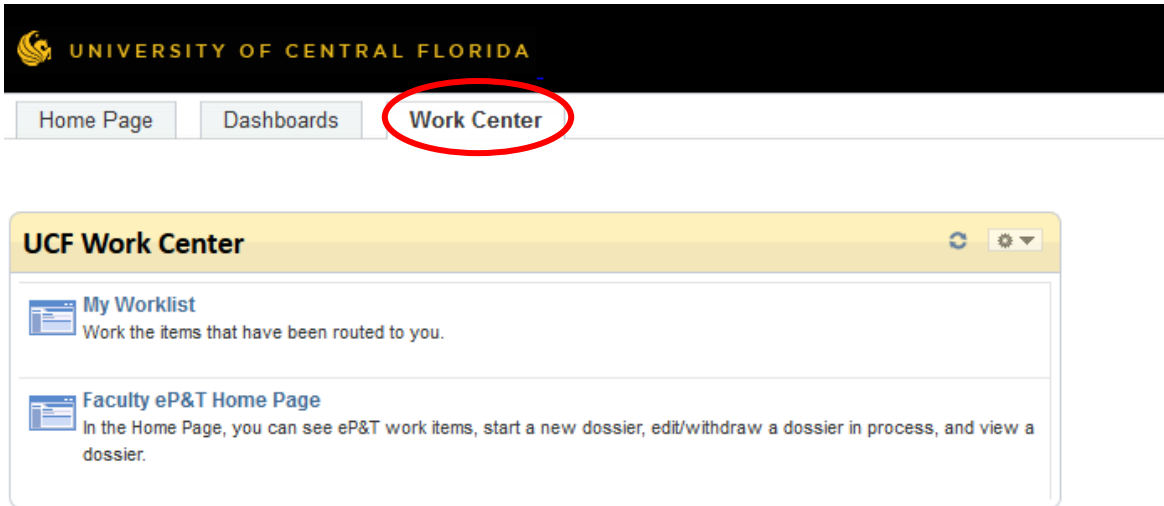
OVERVIEW

This manual provides guidance for joint department chairs and cluster leads navigating the promotion and tenure system so they may evaluate a candidate

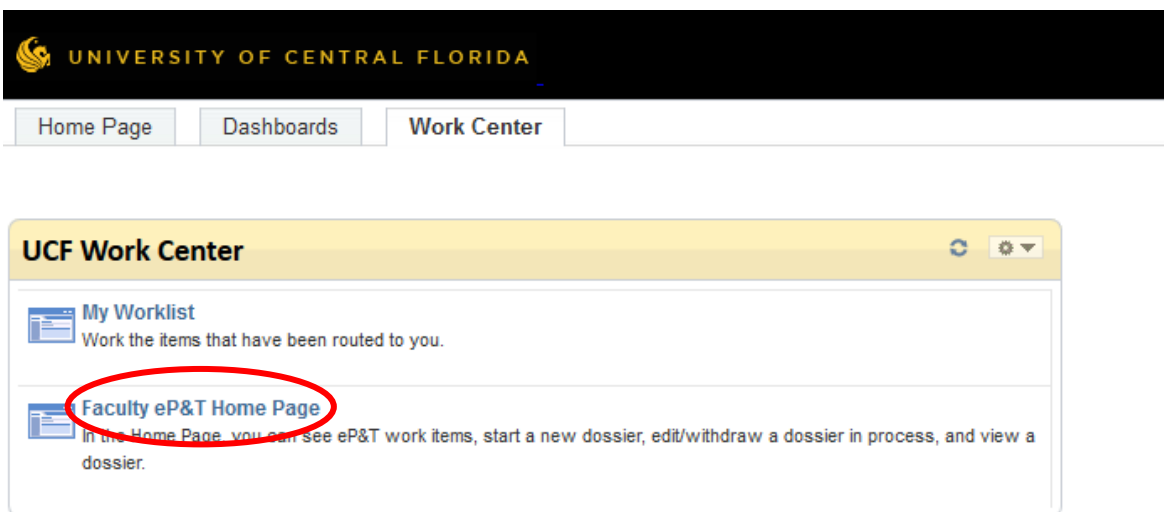
JOINT DEPARTMENT CHAIRS & CLUSTER LEAD MANUAL PROMOTION & TENURE SYSTEM

Academic Year 2023-24

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 Only dossiers that have not had final approval or been withdrawn will be accessible.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 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.

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):

Basic Search

Search Results

View All

| eForm ID | Year | Pathway Type | College | Department | Last Name | First Name |
|----------|------|--------------|----------------------------|-------------------------------|-----------|------------|
| 7 | 2018 | T/TE | College of Business Adm | Finance | | |
| 7 | 2018 | T/TE | College of Engr & Comp Sci | Civil, Environ, & Constr Engr | | |

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.

This button takes the user to the dossier attachments.

View Dossier

Step 1 of 8: Candidate Information

Candidate Information

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

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

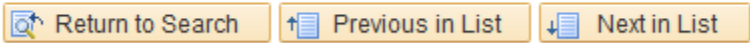
Link to Regulation & General Dossier Requirements ?

| Dossier Files | | Find | First | 1-13 of 13 | Last |
|--|--------------------------------|------|--------|------------|------|
| 01-Impact Statement | Size: 83,885 bytes | View | Delete | | |
| 799578_1_Impact_Statement.pdf | Uploaded: 05/31/2019 4:55:15PM | | | | |
| 02-Curriculum Vitae | Size: 83,885 bytes | View | Delete | | |
| 799578_2_Curriculum_Vitae.pdf | Uploaded: 05/31/2019 4:55:39PM | | | | |
| 03-Curriculum Vitae to External Reviewers | Size: 26,620 bytes | View | Delete | | |
| 799578_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf | Uploaded: 05/31/2019 4:55:53PM | | | | |

Click here to return to the list of dossiers.

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

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.

