Training Manual

Joint Department Chairs and Cluster Leads

Electronic Promotion and Tenure System

This manual will instruct joint department chairs and cluster leads on how to access a promotion and tenure dossier, so that they may evaluate the candidate.

Before you begin, please ensure that your browser’s pop-up blocker is set to allow pop-ups.
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 of the 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 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.
7. To view the attachments, select the View button for each dossier file.

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

Use these buttons to navigate to the previous/next dossier in the search results list.

Click here to return to the list of dossiers.

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.