



# Faculty Excellence

## OVERVIEW

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

## UNIVERSITY COMMITTEE MANUAL PROMOTION & TENURE SYSTEM

Academic Year 2023-24

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# 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 eP&T applications, please use one of the browsers that are supported by UCF. PeopleSoft 9.2 supports the following:
  -  Firefox: Version 87 RR, 78.9 ESR
  -  Internet Explorer: Version 11
  -  Safari: Version 14
  -  Chrome: Version 89
  -  Microsoft Edge (Chromium): Version 89

*Note: Any other browsers or versions not listed above are not supported*

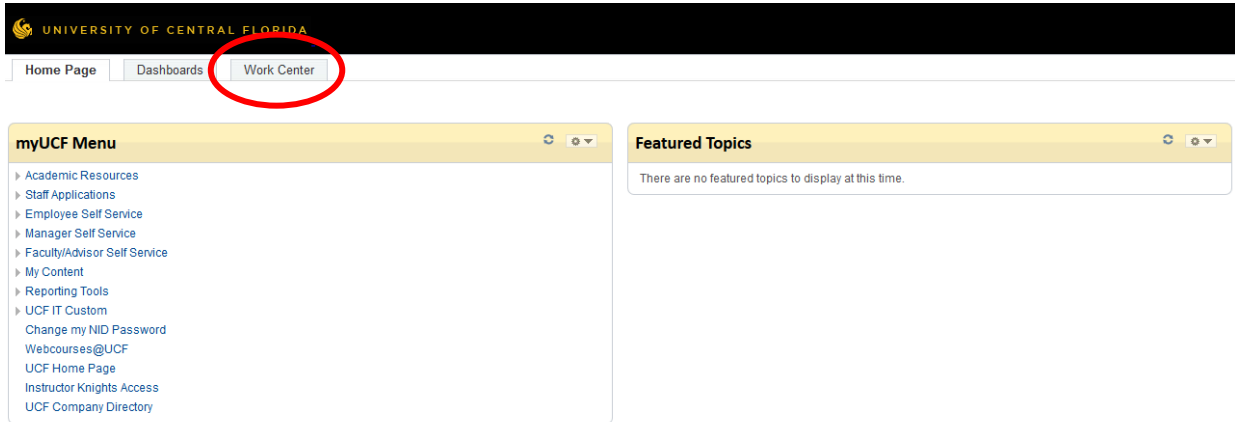
## **Additional Assistance**

Video tutorials are available at: <http://facultyexcellence.ucf.edu/promotion/>

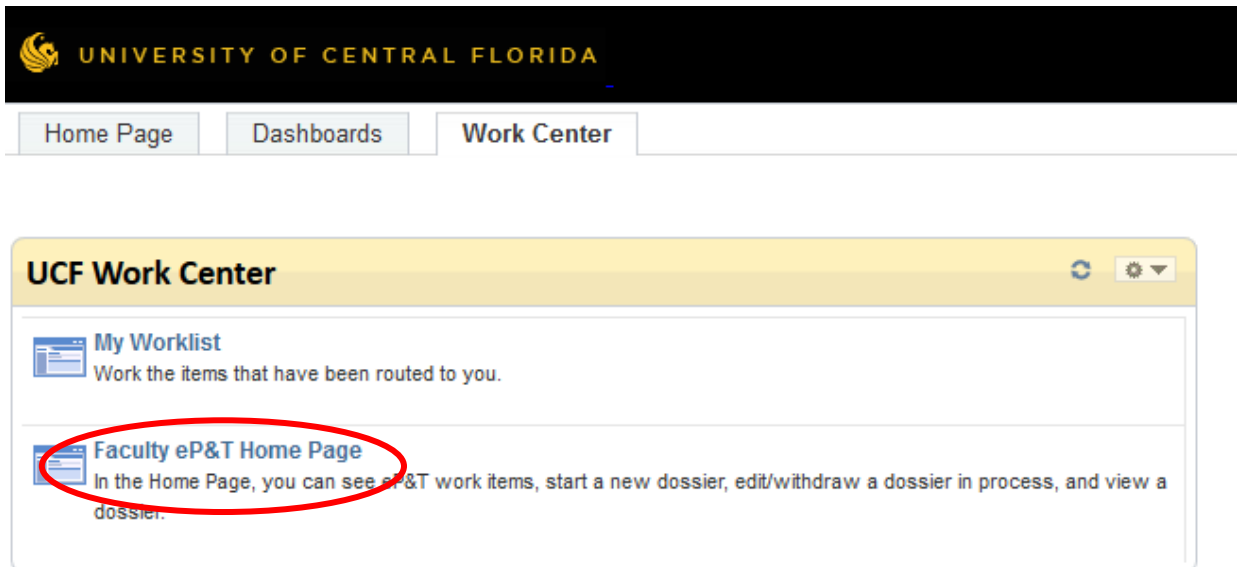
For further assistance or to request one-on-one training, please contact Faculty Excellence.

# Committee Members

1. Sign in to the myUCF portal ([my.ucf.edu](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 **Faculty eP&T Home Page**.



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

The screenshot shows the UCF Work Center interface. On the left is a navigation menu with 'My Worklist' and 'Faculty eP&T Home Page'. The main content area is titled 'Electronic Promotion & Tenure Home Page' and contains several sections: 'My Worklist', 'Start a New eP&T', 'Edit or Withdraw an eP&T Currently in Process', and 'View-Only Access to eP&Ts'. The 'View-Only Access to eP&Ts' link is circled in red. Below the link, a description states: '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.

The screenshot shows a search form titled 'View a Dossier'. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various dropdown menus (eForm ID, Year, Pathway Type, College, Department, Last Name, First Name, Empl ID, Workflow Form Status), a 'Case Sensitive' checkbox, and a 'Limit the number of results to (up to 300):' field set to 300. At the bottom are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. A blue box with a white background and black text says 'Click "Search" to bring up all dossiers.' with an arrow pointing to the 'Search' button.

- Click any field on an individual's line to open the dossier. You may sort the dossiers by clicking on any of the headings.

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	C	
7:	2018	T/TE	College of Engr & Comp Sci	Civil, Environ, & Constr Engr	Li	

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.

- Use the tabs at the top of the page to navigate through the dossier.

**Use these tabs to navigate through the dossier.**

**Evaluate Dossier**

Step 1 of 6: Candidate Information

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**Candidate Information**

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

This button takes the user to the dossier attachments.

7. To view the attachments, first ensure that your pop-up blocker is disabled. Then, select the **View** button for each dossier file.

Link to Regulation & General Dossier Requirements ?

Dossier Files		Find	First	1-12 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.

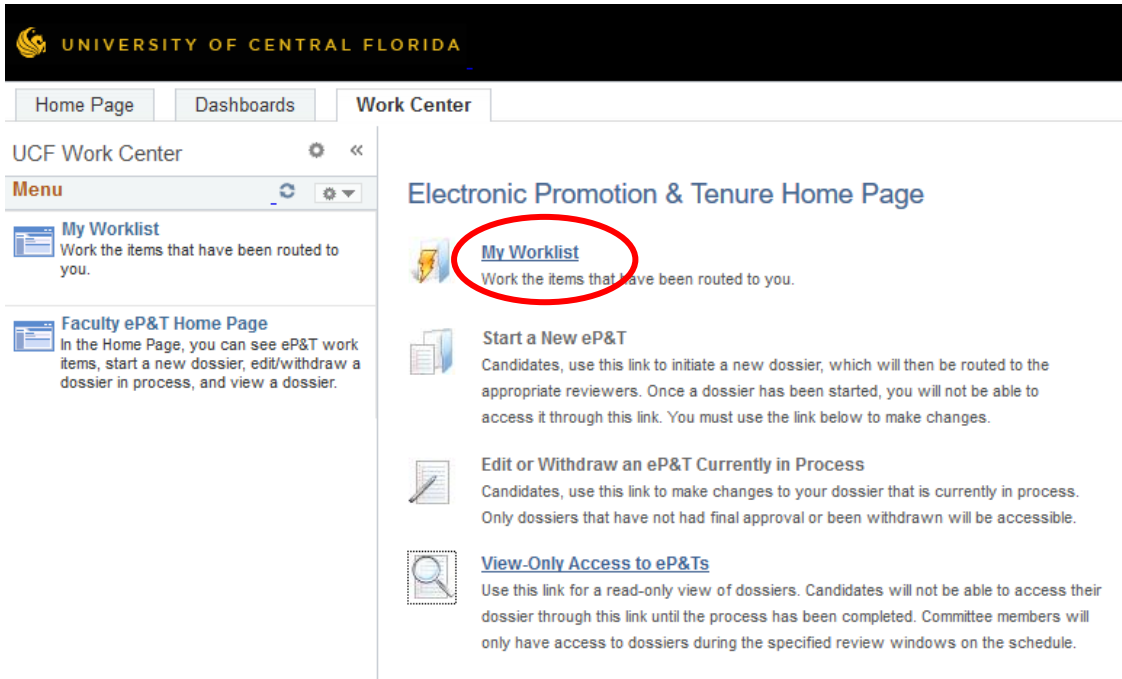
Click here to return to the list of dossiers.

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

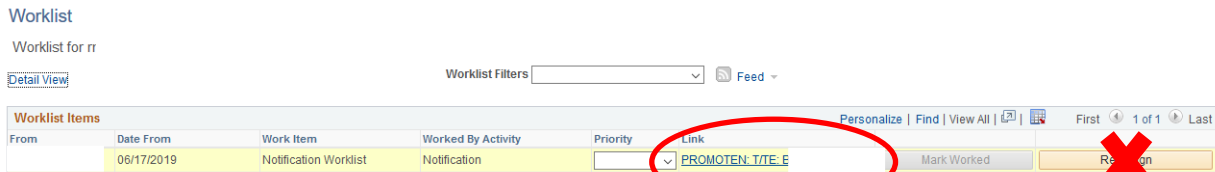
Return to Search Previous in List Next in List

# Committee Chairs Only

1. Follow steps 1 & 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 open the dossier.

Do NOT use this button.



3. Use the tabs at the top of the page to navigate through the dossier.

Use these tabs to navigate through the dossier.

↓ ↓ ↓ ↓ ↓ ↓ ↓

[Candidate Info](#) | [Department Committee](#) | [Department Chair](#) | [College Committee](#) | [College Dean](#) | [University Committee](#)

### Evaluate Dossier

Step 1 of 6: Candidate Information

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**Candidate Information**

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

[Go to Attachments](#)

This button takes the user to the dossier attachments.

4. To view the attachments, first ensure that your pop-up blocker is disabled. Then, select the **View** button for each dossier file.

[Link to Regulation & General Dossier Requirements](#)                      ?

Dossier Files		Find	First	1-12 of 12	Last
01-Impact Statement	Size: 83,885 bytes	<a href="#">View</a>	<a href="#">Delete</a>		
785397_1_Impact_Statement.pdf	Uploaded: 06/06/2019 10:32:25 AM				
02-Curriculum Vitae	Size: 83,885 bytes	<a href="#">View</a>	<a href="#">Delete</a>		
785397_2_Curriculum_Vitae.pdf	Uploaded: 06/06/2019 10:32:42 AM				
03-Curriculum Vitae to External Reviewers	Size: 26,620 bytes	<a href="#">View</a>	<a href="#">Delete</a>		
785397_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf	Uploaded: 06/06/2019 10:32:55 AM				

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 | Department Chair | College Committee | College Dean | **University Committee**

### Evaluate Dossier

Step 6 of 6: University Committee Analysis of Candidate Information

**Select the "University Committee" tab**

**Candidate Information**

Name of faculty member evaluated: \_\_\_\_\_ eForm ID: \_\_\_\_\_  
Current rank: Associate Professor  
Pathway Type & Year: Tenured/Tenure-Earning Faculty Regular 2019-2020  
Application Type:  Promotion & Tenure  Promotion only  Tenure only  
Applying to rank: Professor

**Committee Votes**

<b>Promotion:</b>	<b>tenure:</b>
<input type="text" value="0"/> number of votes FOR promotion	<input type="text" value="0"/> number of votes FOR tenure
<input type="text" value="0"/> number of votes AGAINST promotion	<input type="text" value="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.

**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 instructions in step 7.**

6. To upload the committee's signature list, scroll down to the attachments at the bottom of the page.

Link to print committee signature template

23-College Dean Evaluation Document  
785397\_16\_College\_Deans\_Evaluation\_Document.pdf  
Size: 89,489 bytes  
Uploaded: 06/18/2019 1:21:29PM

25a-University P&T Committee Signature List\*  
Size: 0 bytes  
Uploaded:

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

Print Committee Signature Template

2. After adding a row, click the dropdown arrow and select "University P&T Committee Signature List."

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.

23-College Dean Evaluation Document  
785397\_16\_College\_Deans\_Evaluation\_Document.pdf  
Size: 89,489 bytes  
Uploaded: 06/18/2019 1:21:29PM

25a-University P&T Committee Signature List  
785397\_17\_University\_P\_T\_Committee\_Signature\_List.pdf  
Size: 83,991 bytes  
Uploaded: 06/19/2019 3:21:13PM

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.**

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
785397_16_College_Dein_Evaluation_Document.pdf				
Uploaded: 06/18/2019 1:21:29PM				
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf				

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

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
785397_16_College_Dein_Evaluation_Document.pdf				
Uploaded: 06/18/2019 1:21:29PM				
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf				
Uploaded: 06/19/2019 3:28:41PM				
25b-University P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
Uploaded:				

2. After adding a row, click the dropdown arrow and select "University 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.

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
785397_16_College_Dein_Evaluation_Document.pdf				
Uploaded: 06/18/2019 1:21:29PM				
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf				
Uploaded: 06/19/2019 3:28:41PM				
25b-University P&T Committee Evaluation Document	Size: 83,885 bytes	View	Delete	+
785397_18_University_Committee_Evaluation_Document.pdf				
Uploaded: 06/19/2019 3:31:56PM				

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

8. 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.

25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf	Uploaded: 06/19/2019 3:28:41PM			
25b-University P&T Committee Evaluation Document	Size: 83,885 bytes	View	Delete	+
785397_18_University_Committee_Evaluation_Document.pdf	Uploaded: 06/19/2019 3:31:56PM			

[Print Committee Signature Template](#)

Candidate:  
[<< Previous](#) [Reviewed](#) [Hold/Save](#)

**“Reviewed” forwards the dossier to the next step.**  
**“Hold/Save” saves the dossier; but does not forward it.**

**Click here to obtain the Committee signature list template.**