University P&T Committee Training Manual
Electronic Promotion and Tenure System

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Accessing and Viewing the Dossier
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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**

Click “Search” to bring up all dossiers.

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 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 these tabs to navigate through the dossier.

Evaluate Dossier

Step 1 of 6: Candidate Information

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.
PART II
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

Do NOT use this button.

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

4. To view the attachments, first ensure that your pop-up blocker is disabled. Then, select the View button for each dossier file
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)
6. To upload the committee’s signature list, scroll down to the attachments at the bottom of the page

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 “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.

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.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Size</th>
<th>View</th>
<th>Delete</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

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 “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.

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.

- Click here to obtain the Committee signature list template.
- “Reviewed” forwards the dossier to the next step.
- “Hold/Save” saves the dossier; but does not forward it.