



# Office of Faculty Excellence

## Committee Training Manual Electronic Awards System – TIP

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- Entering the Recommendation
- Completing the Committee's Evaluation

#### Part II Committee Members: Pages 9-14

- Accessing and Viewing the Application

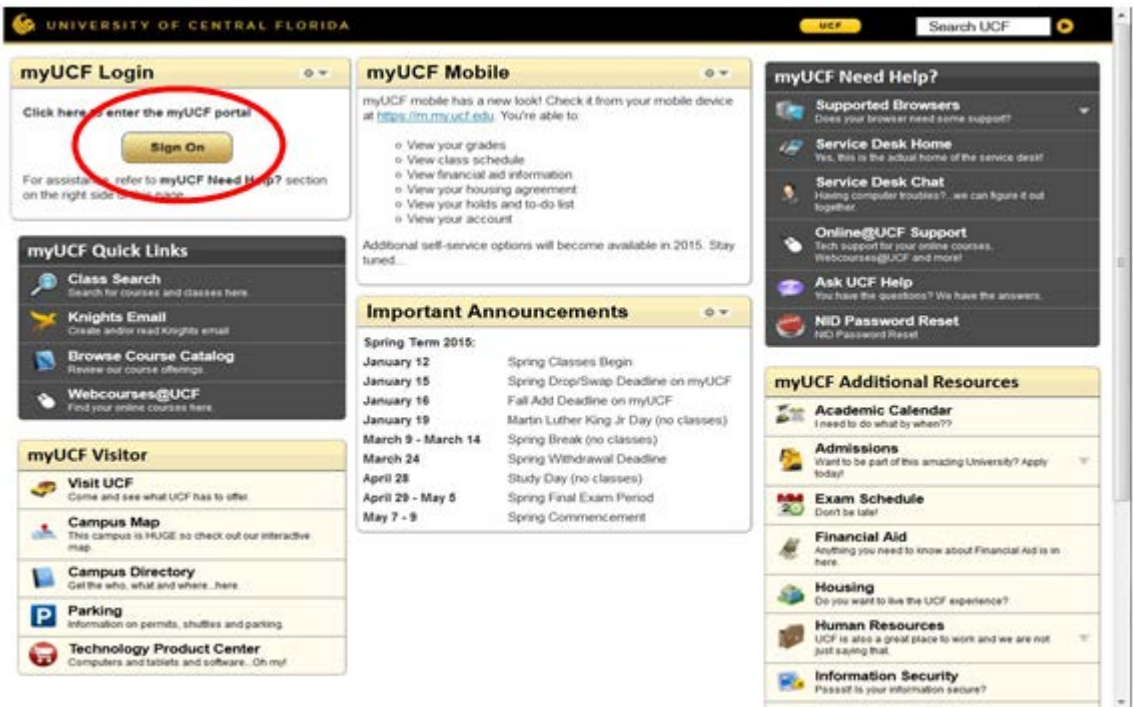
If you have any questions, please contact [FacultyExcellence@ucf.edu](mailto:FacultyExcellence@ucf.edu) or 407-823-1113.

Please visit our website at [www.facultyexcellence.ucf.edu](http://www.facultyexcellence.ucf.edu).

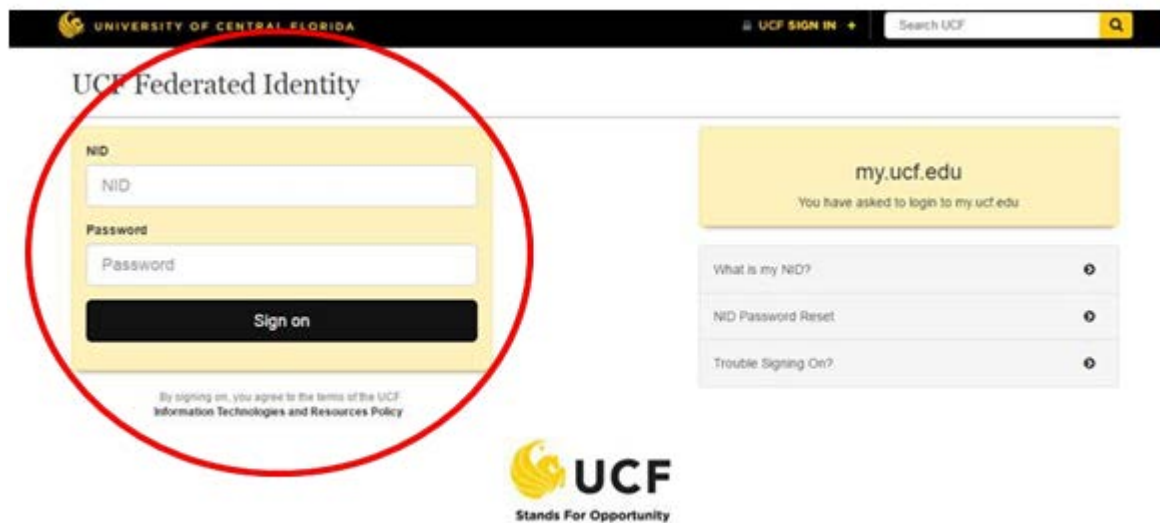
PART I. Committee Chairs Only

**IMPORTANT:** Before beginning the review, ensure that your browser's pop-up blocker is disabled.

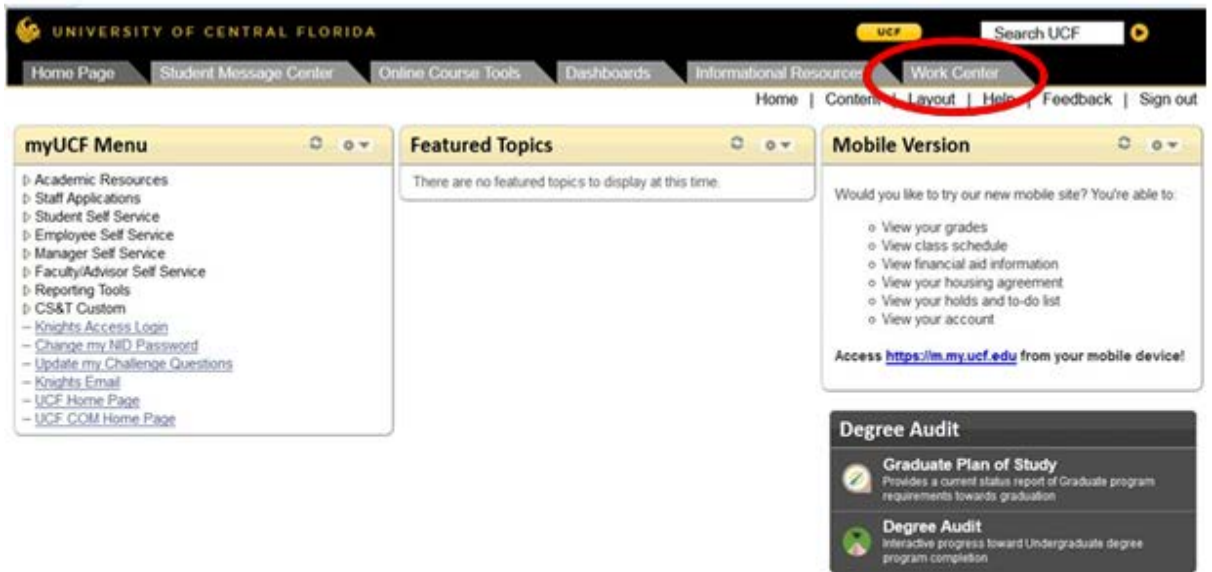
1. Navigate to my.ucf.edu. Select "Sign On".



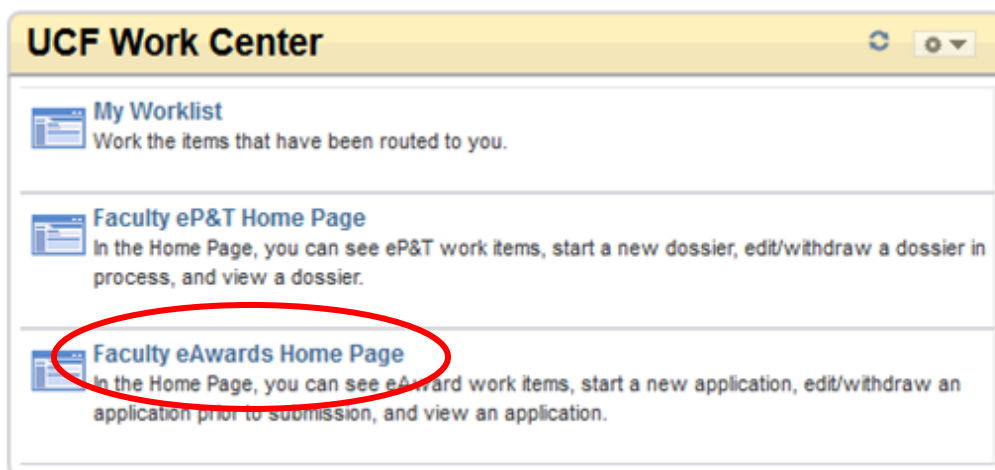
2. Sign on using your NID and password.



3. Click on the “Work Center” tab.



4. Click on “Faculty eAwards Home Page.”



5. Click the double arrow to close the “UCF Work Center” task panel and maximize your workspace.

Click here to maximize your workspace.  
*TIP: You may toggle the double arrows at any time to maximize your workspace or to access the “UCF Work Center” task panel.*

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.



**Faculty eAwards Home Page**

In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

## Electronic Faculty Awards Home Page



**My Worklist**

Work the items that have been routed to you.



**View-Only Access to eAwards**

Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

6. Select “My Worklist”.

## Electronic Faculty Awards Home Page



**My Worklist**

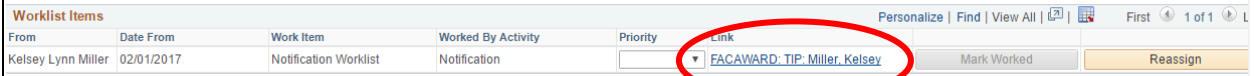
Work the items that have been routed to you.



**View-Only Access to eAwards**

Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

7. After selecting “My Worklist”, a screen similar to the following will display. Click on the candidate’s name to open the application.



The screenshot shows a table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. The first row contains the data: Kelsey Lynn Miller, 02/01/2017, Notification Worklist, Notification, and a link labeled FACAWARD TIP: Miller, Kelsey. The link is circled in red. To the right of the table are two buttons: 'Mark Worked' and 'Reassign'. A blue box with the text 'Click here to open the application.' has an arrow pointing to the circled link. Another blue box with the text 'Do NOT use this button.' has an arrow pointing to the 'Reassign' button.

From	Date From	Work Item	Worked By Activity	Priority	Link
Kelsey Lynn Miller	02/01/2017	Notification Worklist	Notification		<a href="#">FACAWARD TIP: Miller, Kelsey</a>

Click here to  
open the  
application.

Do NOT use this  
button.

8. Use the tabs at the top of the page to navigate through the application.

Use the “Applicant Info” and “Committee”  
tabs to navigate through the application.

Applicant Info Committee

Teaching Incentive Program (TIP) Award Application

Step 1 of 2: Applicant Information

This button  
takes the user  
to the  
application  
attachments.

Go to Attachments

#### Applicant Information

Empl ID: First Name: Kelsey

Last Name: Miller

eForm ID: 610991

Current Rank: Office Assistant Confidential

Tenure Status:

College: College of Sciences

Department: Biology

Application Duration: Fall 2012 - Spring 2016

**9. To view the attachments, select the “View” button for each application file.**

01-Curriculum Vitae	Size: 82,703 bytes	<a href="#">View</a>
610839_1_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:17:17PM	
02-Teaching Assignments	Size: 82,703 bytes	<a href="#">View</a>
610839_2_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:19:14PM	
03-Annual Assignments	Size: 82,703 bytes	<a href="#">View</a>
610839_3_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:19:41PM	
04-Student Evaluations	Size: 82,703 bytes	<a href="#">View</a>
610839_4_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:19:59PM	
05-Annual Evaluations	Size: 82,703 bytes	<a href="#">View</a>
610839_5_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:20:25PM	

To view the attachments, select the “View” button for each file.

**10. After the committee reviews and votes on the application, navigate to the “Committee” tab to complete the review.**

Applicant Info [Committee](#)

Select the “Committee” tab.

Teaching Incentive Program (TIP) Award Application

Step 2 of 2: Committee Analysis of Applicant Information

**Applicant Information**

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

Current Rank: Tenure Status:

College: Department:

Application Duration: Fall 2012 - Spring 2016

**11. Select the recommendation from the dropdown menu.**

Application Duration: Fall 2012 - Spring 2016

**Committee Recommendation**

Please make your recommendation for the applicant below.  
**NOTE: \* - Denotes a Required Field & Supporting Documentation**

- \* Award Recommendation:
- \* Summary of application strengths
- \* Recommendation for future applications

**Use the dropdown menu to select the recommendation.**

**12. Enter the summary of the application strengths in the interactive box.**

**Committee Recommendation**

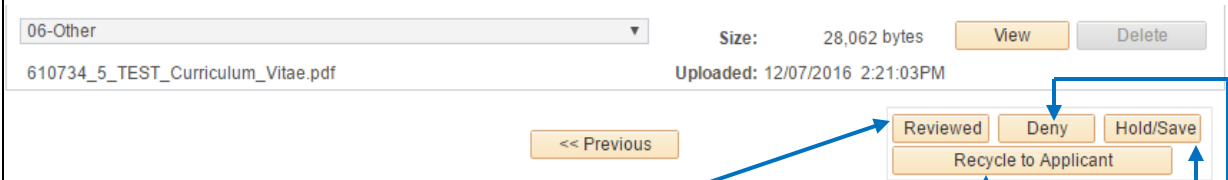
Please make your recommendation for the applicant below.  
**NOTE: \* - Denotes a Required Field & Supporting Documentation**

- \* Award Recommendation:
- \* Summary of application strengths
- \* Recommendation for future applications

**Enter the summary in the interactive box.**

**Complete this box when the vote is not favorable. Otherwise, enter "N/A."**

**13. To submit the committee’s recommendation, scroll down to the buttons at the bottom of the page.**



**BUTTONS ARE AT THE BOTTOM OF THE PAGE**

**“Reviewed” forwards the application to the next step – only use if vote is favorable.**

**Select the “Deny” button only if the vote is not favorable.**

**“Hold/Save” saves the application, but does not forward it to the next step.**

**“Recycle to Applicant” will recycle the application back to the applicant in case of an error that must be fixed.**



## Part II. Committee Members

### 1. Navigate to my.ucf.edu. Select "Sign On".

The screenshot shows the myUCF Login page. At the top left, the University of Central Florida logo is visible. The main navigation bar includes 'UCF' and a search box. The page is divided into several sections:

- myUCF Login:** Contains a 'Sign On' button, which is circled in red. Below it, text reads: "Click here to enter the myUCF portal" and "For assistance, refer to myUCF Need Help? section on the right side of the page."
- myUCF Mobile:** Announces a new look for the mobile app and lists features like viewing grades, class schedule, financial aid, housing agreement, holds, and account information.
- myUCF Quick Links:** Includes Class Search, Knights Email, Browse Course Catalog, and Webcourses@UCF.
- myUCF Visitor:** Lists services like Visit UCF, Campus Map, Campus Directory, Parking, and Technology Product Center.
- Important Announcements:** Lists dates for the Spring Term 2015, such as January 12 (Spring Classes Begin) and May 7-9 (Spring Commencement).
- myUCF Need Help?:** Provides links for Supported Browsers, Service Desk Home, Service Desk Chat, Online@UCF Support, Ask UCF Help, and NID Password Reset.
- myUCF Additional Resources:** Lists Academic Calendar, Admissions, Exam Schedule, Financial Aid, Housing, Human Resources, and Information Security.

### 2. Sign on using your NID and password.

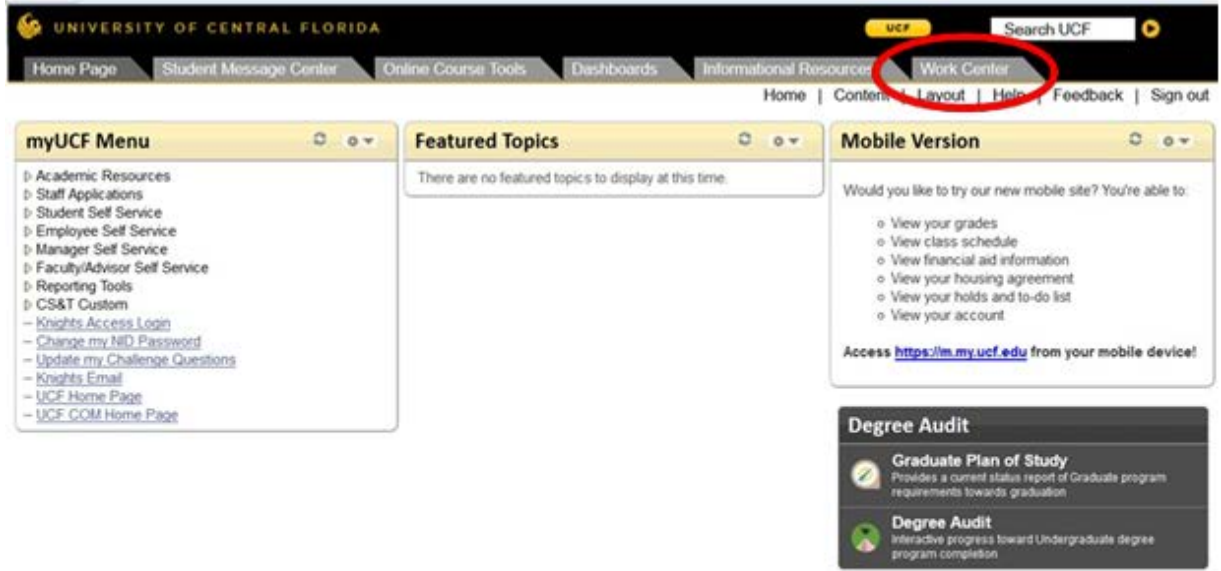
The screenshot shows the UCF Federated Identity login page. At the top, the University of Central Florida logo is visible, along with 'UCF SIGN IN' and a search box. The main heading is 'UCF Federated Identity'. The login form is circled in red and includes:

- NID:** A text input field with 'NID' entered.
- Password:** A text input field with 'Password' entered.
- Sign on:** A black button with white text.

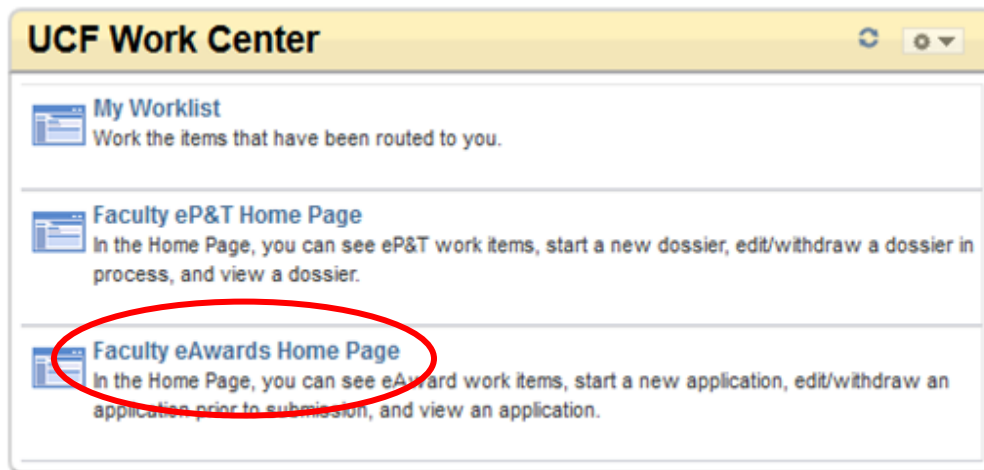
Below the form, a disclaimer reads: "By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy". To the right of the form, there is a yellow box for 'my.ucf.edu' and a list of links: 'What is my NID?', 'NID Password Reset', and 'Trouble Signing On?'.

At the bottom center, the UCF logo is displayed with the tagline 'Stands For Opportunity'.

3. Click on the “Work Center” tab.

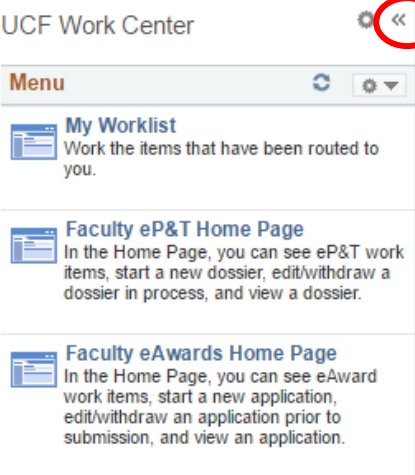


4. Click on “Faculty eAwards Home Page.”



5. Click the double arrow to close the “UCF Work Center” task panel and maximize your workspace.

Click here to maximize your workspace.  
*TIP: You may toggle the double arrows at any time to maximize your workspace or to access the “UCF Work Center” task panel.*



UCF Work Center

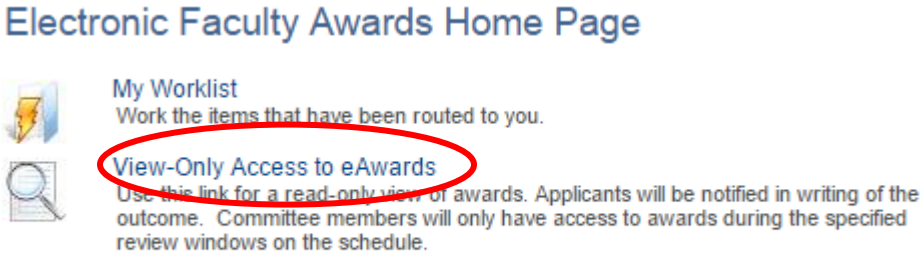
Menu

- 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.
- Faculty eAwards Home Page**  
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Electronic Faculty Awards Home Page

- My Worklist**  
Work the items that have been routed to you.
- View-Only Access to eAwards**  
Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

6. Click on “View-Only Access to eAwards.”



Electronic Faculty Awards Home Page

- My Worklist**  
Work the items that have been routed to you.
- View-Only Access to eAwards**  
Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

## 7. Click on "Search" to bring up all applications in your college.

### View an eAward

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

Workflow Form Type: begins with

Workflow Form Status: =

Empl ID: begins with

First Name: begins with

Last Name: begins with

Original Operator: begins with

Original Date: =

Last Date: =

Last Operator: begins with

Case Sensitive

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

Search

Clear

Basic Search

Click "Search" to bring up all the applications.

Click any of the headings to sort the applications (by first name, last name, etc.).

#### Search Results

View All First 1-13 of 13 Last

eForm ID	Workflow Form Type	Workflow Form Status	Empl ID	First Name	Last Name	Original Operator	Original Date	Last Date	Last Operator
610597	FACAWARD	Authorized		Kelsey	Miller		10/24/2016	10/24/2016	

Click anywhere on an individual's line to open the application.

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

Use the “Applicant Info” and “Committee” tabs to navigate through the dossier.

This button takes the user to the application attachments.

Applicant Info Committee

Teaching Incentive Program (TIP) Award Application

Step 1 of 2: Applicant Information

Go to Attachments

Applicant Information

Empl ID: First Name: Kelsey Last Name: Miller eForm ID: ?

Current Rank: Tenure Status:

College: Department:

Application Duration: Fall 2012 - Spring 2016

9. Scroll down on the “Applicant Info” page to view the text boxes.

TIP Information

[Link to TIP Requirements](#)

NOTE: \* - Denotes a Required Field & Supporting Documentation

- \* Teaching and Learning Philosophy Statement (500 words maximum)
- \* Summary of Instructional Activities (300 words maximum)
- \* Impact of Instruction including evidence of Student Learning (300 words maximum)

**10. To view the attachments, select the “View” button for each application file.**

Supporting Materials Section

Find	First	1-4 of 4	Last
610597_4_TEST_Curriculum_Vitae.pdf	Size: 28,062 bytes	View	Delete
610597_2_TEST_Curriculum_Vitae.pdf	Size: 28,062 bytes	View	Delete
610597_3_TEST_Annual_Evaluation.pdf	Size: 27,160 bytes	View	Delete
610597_1_TEST_Nomination_Statement.pdf	Size: 27,119 bytes	View	Delete

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

<< Previous    Next >>

Return to Search    Previous in List    Next in List

Click here to return to the list of applications.

Use these buttons to navigate to the previous/next application item within the application.