Training Manual:
Candidate Review of Evaluations and Optional Response

Candidates should refer to the relevant promotion schedule and take note of the anticipated dates for their five-day window for review of the following evaluations:

- Department Committee
- Department Chair
- College Committee
- Dean
- University Committee (Not Applicable to Instructors, Lecturers, Librarians and Instructional Designers)

Upon completion of each of the above evaluations, the candidate will receive a system-generated email indicating the date when the dossier will be available for review and optional comment. **Candidates will not have access to the dossier until the date indicated in the system notification.**

Please refer to the following instructions for accessing the evaluations and providing an optional response.

If you have any questions, please contact FacultyExcellence@ucf.edu or 407-823-1113. Please visit our website at www.facultyexcellence.ucf.edu.

2. Sign on using your NID and password.
3. Click on the Work Center tab.

4. Select My Worklist.
5. After selecting **My Worklist**, you will see a display similar to the following. Click the link to open the dossier.

6. **Click the Department Committee** tab to review the department committee’s vote and analysis of the candidate’s dossier.

If the department committee did not use the interactive boxes, scroll down to the attachments and view the uploaded evaluation document (see Step 7).
7. If the department committee did not use the interactive boxes shown in Step 6, scroll down to the attachments and view the uploaded evaluation document. You may also view the committee’s official record of attendance (signature list).

Click the “View” buttons to review the evaluation document and record of committee attendance.

8. To add an optional response to the department committee’s evaluation, scroll down to the attachments. Click the plus sign to add a row. On the new row, use the dropdown arrow to display the attachment options.

**IMPORTANT:**
Responses are entirely optional. If you do not wish to upload a response, skip to Step 14.

1. Click “+” to add a row.
2. Use the dropdown arrow to show attachment options.
9. **Select Faculty Response to Department P & T Committee.** Then, click **Attach** to upload the faculty response.

1. Click “Faculty Response to Department P & T Committee.”
2. Click “Attach” to upload the faculty response.

10. **Select Browse.**
11. Choose the appropriate PDF from your files and select Open.

IMPORTANT: Before completing this step, please ensure that filenames are no longer than 128 characters for successful uploading.

12. Select Upload.
13. **Click View** to ensure that you have uploaded the proper document. **Click Delete** if you wish to remove the document.

![Image of file upload interface]

**NOTE:** If a document or download does not start automatically, ensure that your browser’s pop-up blocker is set to allow pop-ups.

14. **After reviewing the evaluation and uploading an optional response, click Reviewed to forward the dossier to the next step. Alternatively, you may click Hold/Save to save the dossier without forwarding.**

![Image of file upload interface with Reviewed and Hold/Save buttons highlighted]

"Reviewed" forwards the dossier to the next step.

"Hold/Save saves the dossier, but does not forward it."
15. **Upon clicking** **Reviewed** **to** **send** **the dossier** **forward,** **a** **confirmation** **will** **be** **displayed.**

Evaluate Dossier

Step 2 of 2: Evaluation Complete

Form Status

eForm ID: 850704
You have just APPROVED this form. This action passed the form to GT P&T Department Chair for further processing.

Go To Worklist

16. **Repeat Steps 6 through 15** for **each subsequent review:** **Department Chair,** **College Committee,** **College Dean** **and** **University Committee.** *(University Committee review is not applicable to Instructors, Lecturers, Librarians and Instructional Designers.)*

Evaluate Dossier

Step 1 of 6: Candidate Information

Click on the relevant reviewer tab as the dossier becomes available for each subsequent review. Then, follow steps 6 through 15.

17. **After completing** **the requisite steps,** **the dossier** **is** **forwarded** **to** **the** **Provost,** **or designee,** **for** **review.** **The** **candidate** **will** **be** **notified** **of** **the** **final** **decision** **by** **letter.