



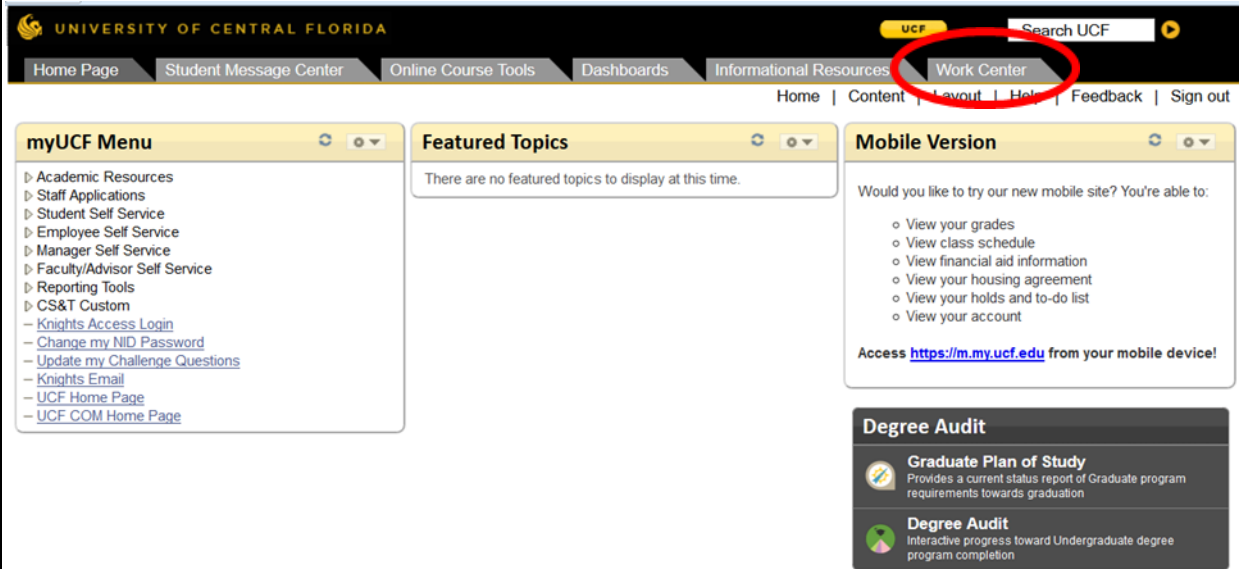
**College Committee Training Manual  
Electronic Promotion and Tenure System**

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Accessing and Viewing the Dossier

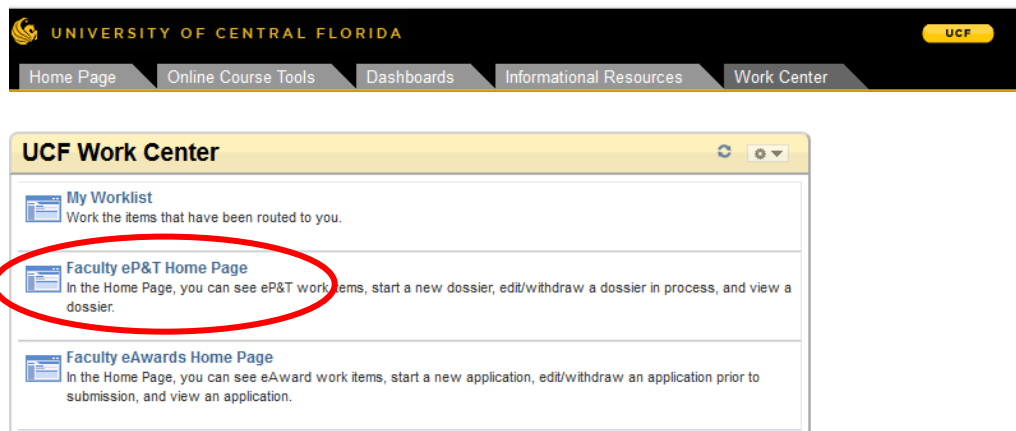
## PART I. Committee Members

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).



The screenshot shows the top navigation bar of the myUCF portal. The University of Central Florida logo is on the left. The navigation tabs include Home Page, Student Message Center, Online Course Tools, Dashboards, Informational Resources, and Work Center. The Work Center tab is circled in red. To the right of the tabs is a search bar labeled 'Search UCF' and a 'UCF' button. Below the navigation bar, there are three main sections: 'myUCF Menu' with a list of links like Academic Resources and Staff Applications; 'Featured Topics' which is currently empty; and 'Mobile Version' which offers options to view grades, class schedule, financial aid information, housing agreement, holds, and account. Below these is a 'Degree Audit' section with links for Graduate Plan of Study and Degree Audit.

2. Click on **Faculty eP&T Home Page**.



The screenshot shows the 'UCF Work Center' page. At the top is the navigation bar with the Work Center tab selected. Below the navigation bar is the 'UCF Work Center' header. The main content area contains three items: 'My Worklist' with a sub-header 'Work the items that have been routed to you.'; 'Faculty eP&T Home Page' with a sub-header '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.'; and 'Faculty eAwards Home Page' with a sub-header '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.' The 'Faculty eP&T Home Page' link is circled in red.

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

The screenshot shows the UCF website header with navigation tabs: Home Page, Student Message Center, Online Course Tools, Dashboards, Informational Resources, and Work Center. Below the header is a 'Promotion & Tenure' section with a 'My Worklist' and three links: '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. A search bar is visible in the top right corner.

4. Click **Search** to bring up all dossiers. There is no need to complete any of the fields.

The screenshot shows the 'View a Dossier' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and several search fields: eForm ID, Year, Pathway Type, College, Department, Last Name, First Name, Empl ID, and Workflow Form Status. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to 300. The 'Search' button is circled in red, and a blue callout box points to it with the text 'Click "search" to bring up all dossiers.'

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.

Workflow Form Status =

Case Sensitive

Limit the number of results to (up to 500):

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All

eForm ID	Year	Pathway Type	College	Department	Last Name	First Name
731104	2018	T/TE	College of Business Adm	Finance		
731103	2018	T/TE	College of Engr & Comp Sci	Civil, Environ, & Constr Engr		

**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.**

[Candidate Info](#) [Department Committee](#) [Department Chair](#) [College Committee](#)

**Evaluate Dossier**

Step 1 of 4: Candidate Information

**This button takes the user to the dossier attachments.**

**Candidate Information**

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

**7. To view the attachments, select the [View](#) button for each dossier file.**

Link to Regulation & General Dossier Requirements ?

Dossier Files Find First 11 of 11 Last

01-Summary Statement	Size: 83,885 bytes	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">+</a>
610500_1_1_Summary_Statement.pdf Uploaded: 08/23/2016 3:34:25 PM				
02-Curriculum Vitae	Size: 83,885 bytes	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">+</a>
610500_2_2_Curriculum_Vita.pdf Uploaded: 08/23/2016 3:35:00 PM				
03-Curriculum Vitae to Reviewers	Size: 87,282 bytes	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">+</a>
610500_3_Curriculum_Vita_to_Reviewers.pdf Uploaded: 08/23/2016 3:35:28 PM				

Click the "View" buttons to review the dossier files.

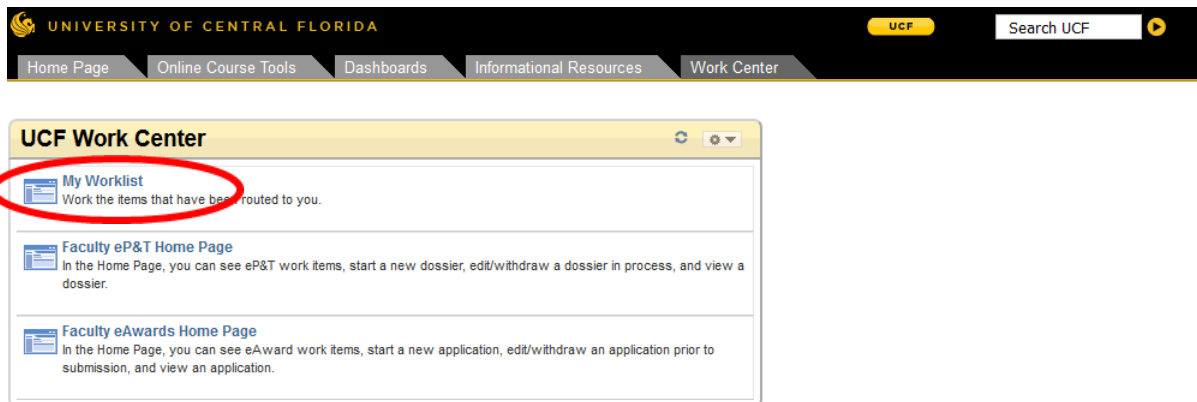
Click here to return to the list of dossiers.

Use these buttons to navigate to the previous/next dossier item.

[Return to Search](#) [Previous in List](#) [Next in List](#)

## PART II. Committee Chairs Only

1. Follow steps 1 and 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.

Worklist

Worklist for fed\_ptcollegecomm: PT College Comm

[Detail View](#)      Worklist Filters       Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
	08/31/2016	Notification Worklist	Notification		<a href="#">PROMOTEN: NTE.</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>

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

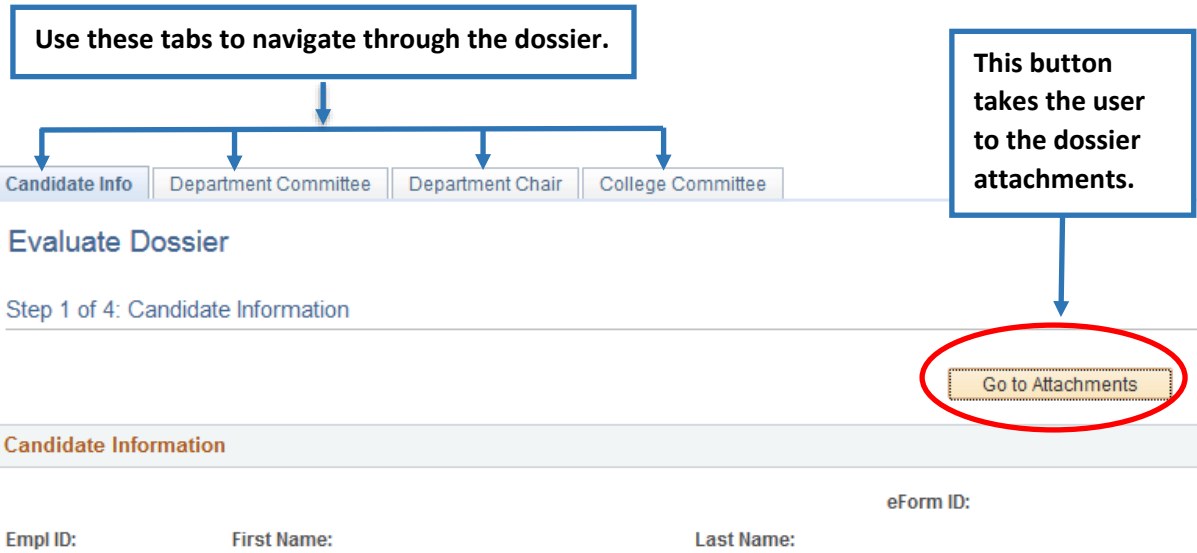
Evaluate Dossier

Step 1 of 4: Candidate Information

Go to Attachments

Candidate Information

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

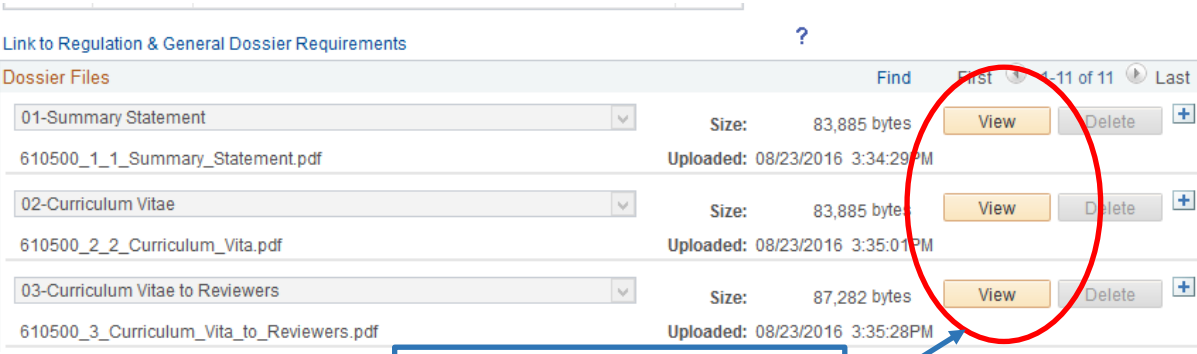


4. To view the attachments, select the **View** button for each dossier file.

Link to Regulation & General Dossier Requirements ?

Dossier Files

File Name	Size	View	Delete
01-Summary Statement 610500_1_1_Summary_Statement.pdf	83,885 bytes Uploaded: 08/23/2016 3:34:29PM	View	Delete
02-Curriculum Vitae 610500_2_2_Curriculum_Vita.pdf	83,885 bytes Uploaded: 08/23/2016 3:35:01PM	View	Delete
03-Curriculum Vitae to Reviewers 610500_3_Curriculum_Vita_to_Reviewers.pdf	87,282 bytes Uploaded: 08/23/2016 3:35:28PM	View	Delete



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**

### Evaluate Dossier

Step 4 of 4: College Committee Analysis of Candidate Information

**Candidate Information**

Name of faculty member evaluated: \_\_\_\_\_ eForm ID: 731127

Current rank: Professor

Pathway Type & Tenured/Tenure-Earning Faculty Regular 2018-2019

Year: \_\_\_\_\_

Application Type:  Promotion & Tenure  Promotion only  Tenure only

Applying to Professor rank: \_\_\_\_\_

**Committee Votes**

Promotion:	Tenure:
<input type="text" value="5"/> number of votes FOR promotion	<input type="text" value="0"/> number of votes FOR tenure
<input type="text" value="1"/> number of votes AGAINST promotion	<input type="text" value="0"/> number of votes AGAINST tenure
<input type="text" value="0"/> abstain	<input type="text" value="0"/> abstain

After reviewing the appropriate guidelines and the dossier in its entirety, clearly indicate the committee's analysis of the candidate's qualification and achievements in teaching, research and other creative activities, service or other university duties.

Overall Comments - explain reasoning for committee votes

\_\_\_\_\_

Select the "College Committee" tab

Enter the vote(s) for Promotion and/or Tenure, as applicable.

Committee Chairs may use these interactive boxes to complete the evaluation OR may upload a PDF instead. If uploading a PDF, enter "Uploaded as PDF" in each 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. Before you begin this step, note that there is a link to the signature list template at the bottom of the page (see illustration in step 8).

12-Teaching Activities Summary and Evidence	Size: 83,885 bytes	View	Delete	+
610500_10_5a_Teaching.pdf	Uploaded: 08/23/2016 3:40:56PM			
13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			

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

13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			
17a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete	+
610500_13_Department_Committee_Signature_List.pdf	Uploaded: 08/31/2016 9:35:37AM			
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_12_Department_Committee_Evaluation.pdf	Uploaded: 08/29/2016 8:49:41AM			
21a-College P&T Committee Signature List*	Size: 0 bytes	Attach	Delete	+

2. After adding a row, click the dropdown arrow and select "College P&T Committee Signature List." (Scroll to the bottom of the page for a link to the template; see illustration in step 8.)

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.

13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			
17a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete	+
610500_13_Department_Committee_Signature_List.pdf	Uploaded: 08/31/2016 9:35:37AM			
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_12_Department_Committee_Evaluation.pdf	Uploaded: 08/29/2016 8:49:41AM			
21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_14_College_Committee_Signature_List.pdf	Uploaded: 08/31/2016 1:41:45PM			

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 boxes to complete the evaluation, as explained in step 5.

12-Teaching Activities Summary and Evidence	Size: 83,885 bytes	View	Delete	+
610500_10_5a_Teaching.pdf	Uploaded: 08/23/2016 3:40:56PM			
13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			

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

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_14_College_Committee_Signature_List.pdf	Uploaded: 08/31/2016 1:41:45PM			
21b-College P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

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

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_14_College_Committee_Signature_List.pdf	Uploaded: 08/31/2016 1:41:45PM			
21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_15_College_Committee_Evaluation.pdf	Uploaded: 08/31/2016 1:50:08PM			

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.

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_14_College_Committee_Signature_List.pdf	Uploaded: 08/31/2016 1:41:45PM			
21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
610500_15_College_Committee_Evaluation.pdf	Uploaded: 08/31/2016 1:50:08PM			

Print Committee Signature Template

< Previous

Reviewed

Hold/Save

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.