



**Faculty
Excellence**

**Training Manual for College Dean Designee Role
Electronic Promotion and Tenure System**

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.

The screenshot shows the top navigation bar of the myUCF portal. The University of Central Florida logo is on the left. In the center, there are tabs for '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 currently shows 'There are no featured topics to display at this time.'; and 'Mobile Version' which offers options to view grades, class schedule, financial aid, 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 **My Worklist**.

The screenshot shows the 'UCF Work Center' page. At the top, there is a navigation bar with tabs for 'Home Page', 'Online Course Tools', 'Dashboards', 'Informational Resources', and 'Work Center'. Below the navigation bar, the 'UCF Work Center' section is displayed. It contains three items: 'My Worklist' (circled in red) with the description 'Work the items that have been routed to you.', 'Faculty eP&T Home Page' with the description '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 the description '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.'

3. After selecting **My Worklist**, a display similar to the following will appear. Click the link to open the dossier.

Worklist

Worklist for fed_ptdeandes: PT College Dean Designee

[Detail View](#)

Worklist Filters

From	Date From	Work Item	Worked By Activity	Priority	Link		
PT College Comm	09/30/2016	Notification Worklist	Notification		PROMOTEN: NTF	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>

Click here to open the dossier.

Do NOT use this button.

4. Click the **College Committee** tab to review the committee's vote and evaluation.

Click here to view the committee's vote and evaluation.

Evaluate Dossier

Step 1 of 4: Candidate Information

Candidate Information

eForm ID: 731127

Empl ID: First Name: Last Name:

Tenure Status: Tenured

Promotion and/or Tenure Information

Pathway Type & Year: Tenured/Tenure-Earning Faculty 2018-2019

*Application Type (check one): Promotion & Tenure Promotion only Tenure only

5. Review the vote count and evaluation comments.

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: 610500
Current rank:
Pathway Type & Year: Non-Tenure Earning Faculty Regular 2016-2017
Application type: Promotion & Tenure Promotion only Tenure only
Applying to rank (if applicable): Professor, Non-Tenure Earning

Review the promotion and/or tenure vote count, as applicable.

Committee Votes

Promotion:
5 number of votes FOR promotion
number of votes AGAINST promotion
abstain

If the committee chair did not use these interactive boxes to complete the committee's evaluation, scroll down to the attachments at the bottom of the page to view the uploaded evaluation document.

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.

Text input box for evaluation comments.

Overall Comments - explain reasoning for committee votes

Text input box for overall comments.

6. Review the attached college committee signature list.

Click "View" to review the college committee signature list. Confirm that all committee members who voted signed the form and that the number of signatures matches the vote count shown in Step 5.

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		
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		

<< Previous Reviewed Hold/Save
Recycle to Committee

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

7. If the committee did not use the evaluation boxes shown in Step 5, review the attached PDF document.

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		
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		

<< Previous Reviewed Hold/Save
Recycle to Committee

[Candidate Info](#) | [Department Co](#)

Click "View" to review the college committee's evaluation document, if the committee did not complete the interactive boxes shown in Step 5.

8. Scroll down to the bottom of the page to send the dossier to the next step (candidate review) or recycle it back to the committee for revision.

The screenshot displays a dossier management interface with two document entries. The first entry is '21a-College P&T Committee Signature List' (610500_14_College_Committee_Signature_List.pdf, 83,991 bytes, uploaded 08/31/2016 1:41:45PM) with 'View' and 'Delete' buttons. The second entry is '21b-College P&T Committee Evaluation Document' (610500_15_College_Committee_Evaluation.pdf, 87,159 bytes, uploaded 08/31/2016 1:50:08PM) with 'View' and 'Delete' buttons. Below the documents are three action buttons: '<< Previous', 'Reviewed', and 'Hold/Save'. A red oval highlights the 'Reviewed', 'Hold/Save', and 'Recycle to Committee' buttons.

“Reviewed” forwards the dossier to the candidate.

“Hold/Save” saves the dossier, but does not forward it.

“Recycle to Committee” forwards the dossier back to the college committee chairperson for revision.