



**Faculty
Excellence**

**Training Manual for College Deans
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, followed by a search bar labeled "Search UCF". The navigation menu includes "Home Page", "Student Message Center", "Online Course Tools", "Dashboards", "Informational Resources", and "Work Center". The "Work Center" tab is circled in red. Below the navigation bar, there are three main sections: "myUCF Menu" with a list of links including "Academic Resources", "Staff Applications", "Student Self Service", "Employee Self Service", "Manager Self Service", "Faculty/Advisor Self Service", "Reporting Tools", "CS&T Custom", "Knights Access Login", "Change my NID Password", "Update my Challenge Questions", "Knights Email", "UCF Home Page", and "UCF COM Home Page"; "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 **My Worklist**.

The screenshot shows the "UCF Work Center" page. The navigation bar is the same as in the previous screenshot, but the "Work Center" tab is now active. The main content area is titled "UCF Work Center" and contains three items: "My Worklist" (circled in red), "Faculty eP&T Home Page", and "Faculty eAwards Home Page". The "My Worklist" item has a sub-header "Work the items that have been routed to you." and a brief description. The "Faculty eP&T Home Page" item describes how to manage eP&T work items. The "Faculty eAwards Home Page" item describes how to manage eAward work items.

3. A display similar to the following will appear. Click the link to open the dossier.

Worklist

Worklist for fed_ptcollegedean: PT College Dean

Detail View Worklist Filters [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
	10/04/2016	Notification Worklist	Notification		PROMOTEN NTE		

Click here to open the dossier.

Do NOT use this button.

4. Use the tabs at the top of the page to navigate through the dossier. Click [Go to Attachments](#) to view the dossier files.

Use these tabs to navigate through the dossier.

Candidate Info | Department Committee | Department Chair | College Committee | College Dean

Evaluate Dossier

Step 1 of 5: Candidate Information

Go to Attachments

Candidate Information

eForm ID: 610500 ?

Empl ID: First Name: Last Name:

5. Click [View](#) to review each dossier file.

[Link to Regulation & General Dossier Requirements](#) ?

Dossier Files		Find	First	16 of 16	Last
01-Summary Statement	Size: 83,885 bytes	View	Delete	+	
610500_1_1_Summary_Statement.pdf	Uploaded: 08/23/2016 3:34:29PM				
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete	+	
610500_2_2_Curriculum_Vita.pdf	Uploaded: 08/23/2016 3:35:01PM				
03-Curriculum Vitae to Reviewers	Size: 87,282 bytes	View	Delete	+	
610500_3_Curriculum_Vita_to_Reviewers.pdf	Uploaded: 08/23/2016 3:35:28PM				
04-College P & T Guidelines	Size: 83,885 bytes	View	Delete	+	
610500_4_3_College_Guidelines.pdf	Uploaded: 08/23/2016 3:37:46PM				

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

6. After reviewing the dossier files, click the [College Dean](#) tab to enter the recommendation and evaluation.

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

Evaluate Dossier

Step 1 of 5: Candidate Information

Candidate Information

eForm ID: 610500 ?

Empl ID: First Name: Last Name: (

To begin working on the College Dean's evaluation, click here.

7. Enter the Dean’s recommendation by clicking on the dropdown arrow and selecting **FOR** or **AGAINST**. Deans may use the interactive box to complete the evaluation narrative, or may upload a PDF document instead.

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

Comments and Recommendations

*Promotion Recommendation: FOR 

*The following statement details the basis on which the above recommendations were made:

Deans may use this box to complete the evaluation OR may write “Uploaded as a PDF” in this box and upload a PDF document instead (See step 8).

Click on the dropdown arrow to select the promotion and/or tenure recommendation(s), as applicable.

8. To upload the evaluation in PDF format, scroll down to the attachments. Follow this step only if you are not using the interactive box to complete the evaluation, as explained in step 7.

21a-College P&T Committee Signature List	Size: 83,991 bytes	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="+"/>
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	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="+"/>
610500_15_College_Committee_Evaluation.pdf	Uploaded: 08/31/2016 1:50:08PM			
23-College Dean Evaluation Document	Size: 0 bytes	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="+"/>
	Uploaded:			

1. Click the “+” sign to add a row.
2. Click the drop-down arrow and select “College Dean Evaluation Document.”
3. Click “Attach” to upload the document.

9.

After completing the evaluation, click one of the buttons at the bottom of the page.

23-College Dean Evaluation Document Size: 89,489 bytes View Delete +

610500_16_College_Deans_Evaluation.pdf Uploaded: 10/11/2018 8:55:06AM

<< Previous Reviewed Hold/Save

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

“Reviewed” forwards the dossier to the next step (candidate review).

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