



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

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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 .

The screenshot shows the top navigation bar of the myUCF portal. 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. Below the navigation bar, there are three main sections: myUCF Menu, Featured Topics, and Mobile Version. The myUCF Menu lists various services such as Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Manager Self Service, Faculty/Advisor Self Service, Reporting Tools, and CS&T Custom. The Mobile Version section offers options to view grades, class schedule, financial aid information, housing agreement, holds and to-do list, and account information. The Degree Audit section includes Graduate Plan of Study and Degree Audit options.

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

The screenshot shows the UCF Work Center page. The navigation bar includes Home Page, Online Course Tools, Dashboards, Informational Resources, and Work Center. The Work Center tab is highlighted. Below the navigation bar, there is a section titled UCF Work Center. This section contains three items: My Worklist, Faculty eP&T Home Page, and Faculty eAwards Home Page. The Faculty eP&T Home Page item is circled in red. The text for the Faculty eP&T Home Page item reads: "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."

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

UNIVERSITY OF CENTRAL FLORIDA

ucf Search UCF

Home Page Student Message Center Online Course Tools Dashboards Informational Resources Work Center

Home | Content | Layout | Help | Feedback | Sign out

Promotion & Tenure

My Worklist
Work the items that have been routed to you.

Start a New eP&T
Candidates, use this link to initiate a new eP&T, which will then be routed to the appropriate reviewers. Once an eP&T has been started, you will not be able to access your eP&T through this link. You must use the link below to make changes.

Edit or Withdraw an eP&T Currently in Process
Candidates, use this link to make changes to an eP&T that is currently in process. Only eP&Ts that have not had final approval or been withdrawn are accessible.

View-Only Access to eP&Ts
Use this link for a read-only view of eP&Ts, including information about its handling so far. Candidates will not be able to access their personal eP&T through this link. Committee members will only have access during their review window.

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

View a Dossier

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

Year begins with

Pathway Type =

College begins with

Department begins with

Last Name begins with

First Name begins with

Empl ID begins with

Workflow Form Status =

Case Sensitive

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

Search

Clear

Basic Search



Save Search Criteria

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 300):

[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 Eng		

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 the "Candidate Info" and "Department Committee" tabs to navigate through the dossier.

Evaluate Dossier

Step 1 of 2: 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 1-11 of 11 Last

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

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

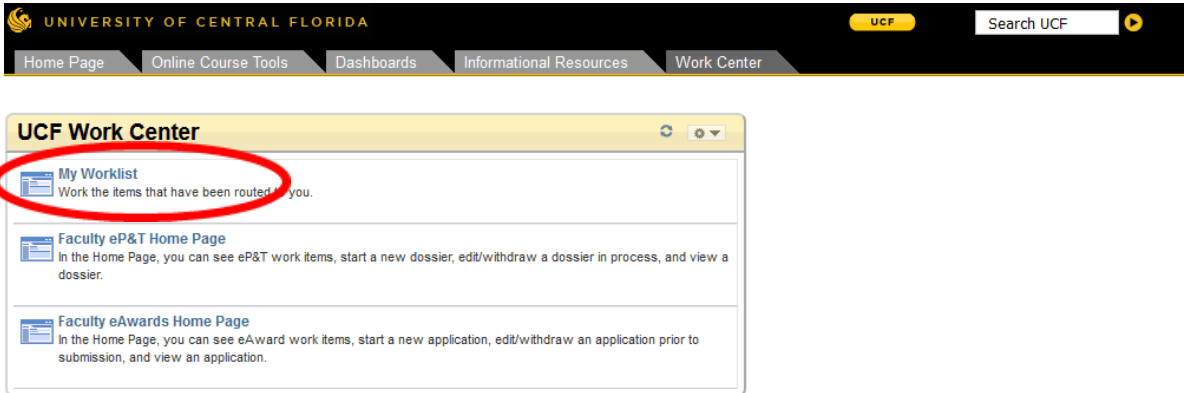
Click here to return to the list of dossiers.

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

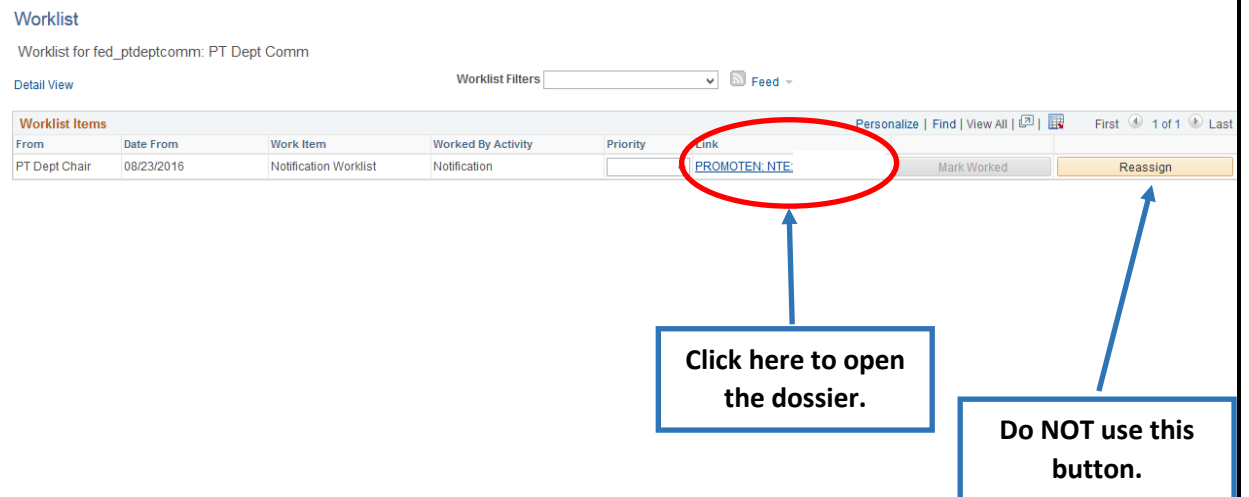
[Return to Search](#) [Previous in List](#) [Next in List](#)

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.



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

Use the "Candidate Info" and "Department Committee" tabs to navigate through the dossier.

Candidate Info | Department Committee

Evaluate Dossier

Step 1 of 2: Candidate Information

Go to Attachments

Candidate Information

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

The screenshot shows the 'Evaluate Dossier' interface. At the top, there are two tabs: 'Candidate Info' and 'Department Committee'. Below the tabs is the title 'Evaluate Dossier' and the sub-header 'Step 1 of 2: Candidate Information'. A yellow button labeled 'Go to Attachments' is circled in red. A blue box with an arrow points to this button, containing the text 'This button takes the user to the dossier attachments.' Below the button is a section titled 'Candidate Information' with fields for 'Empl ID:', 'First Name:', 'Last Name:', and 'eForm ID:'.

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

Link to Regulation & General Dossier Requirements ?

Dossier Files

	Find	First	4-11 of 11	Last
01-Summary Statement	Size: 83,885 bytes	View	Delete	+
610500_1_1_Summary_Statement.pdf	Uploaded: 08/23/2016 3:34:29 PM			
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete	+
610500_2_2_Curriculum_Vita.pdf	Uploaded: 08/23/2016 3:35:01 PM			
03-Curriculum Vitae to Reviewers	Size: 87,282 bytes	View	Delete	+
610500_3_Curriculum_Vita_to_Reviewers.pdf	Uploaded: 08/23/2016 3:35:28 PM			

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

The screenshot shows a table of dossier files. The table has columns for file name, size, and upload date. Each row has a 'View' button and a 'Delete' button. The 'View' buttons are circled in red. A blue box with an arrow points to one of the 'View' buttons, containing the text '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** Select the "Department Committee" tab

Evaluate Dossier

Step 2 of 2: Department Committee Analysis of Candidate Information

Candidate Information

Name of faculty member evaluated: eForm ID: 731127
Current Professor rank:
Pathway Type & Tenured/Tenure-Earning Faculty Regular 2018-2019
Year:
Application Type: Promotion & Tenure
Applying to Professor rank:

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

Committee Votes

Promotion:	Tenure:
<input type="text" value="10"/> number of votes FOR promotion	<input type="text" value="0"/> number of votes FOR tenure
<input type="text" value="0"/> 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.

Uploaded as PDF

Overall Comments - explain reasoning for committee votes

Uploaded as PDF

Committee Chairs may use the 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 the instructions in step 7.

6. To upload the committee's signature list, scroll down to the attachments at the bottom of the page.

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).

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: 0 bytes	Attach	Delete	+
	Uploaded:			

2. After adding a row, click the dropdown arrow and select "Department P&T Committee Signature List." (Scroll to the bottom of page for link to the signature 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_12_Department_Committee_Signature_List.pdf	Uploaded: 08/26/2016 3:33:20PM			

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).**

13-Service Activities Summary and Evidence	Size: 83,991 bytes	View	Delete	+
610500_11_07_Service.pdf	Uploaded: 08/23/2016 3:41:20PM			
17b-Department P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

2. **After adding a row, click the dropdown arrow and select “Department 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.**

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

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.

17a-Department P&T Committee Signature List	Size: 83,885 bytes	View	Delete	+
731127_11_Department_P_T_Committee_Signature_List.pdf	Uploaded: 06/15/2018 1:40:00PM			
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
731127_12_Department_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/25/2018 10:02:20AM			

[Print Committee Signature Template](#)

Candidate:

<< Previous Reviewed Hold/Save

“Reviewed” forwards the dossier to the next step.

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

Click here to obtain the committee signature list template.