

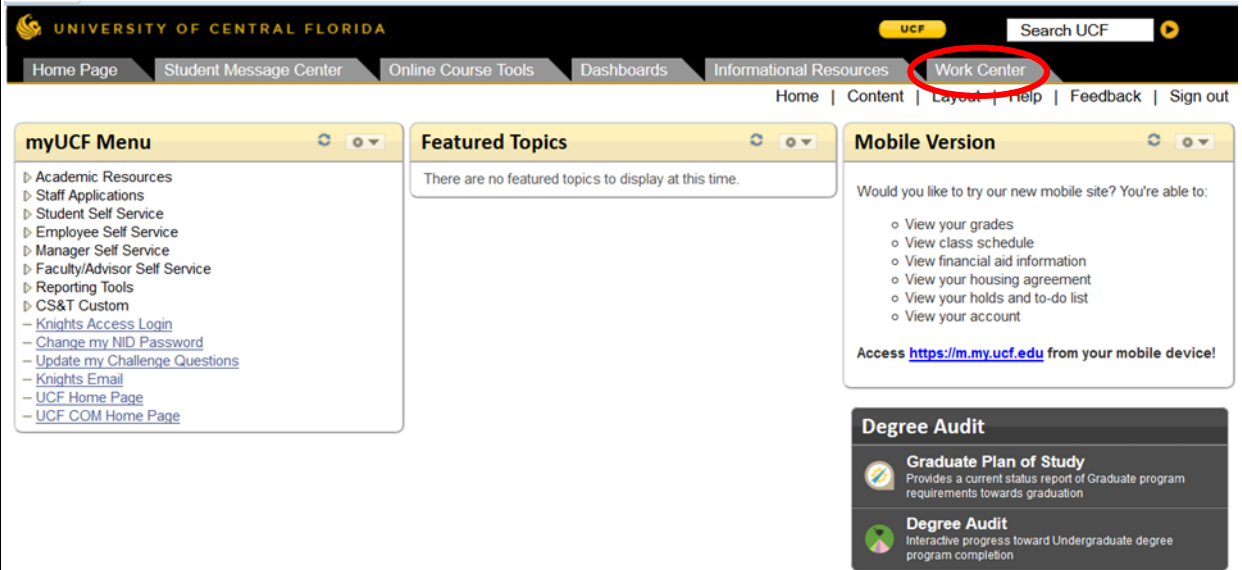


**Training Manual
Joint Department Chairs and Cluster Leads
Electronic Promotion and Tenure System**

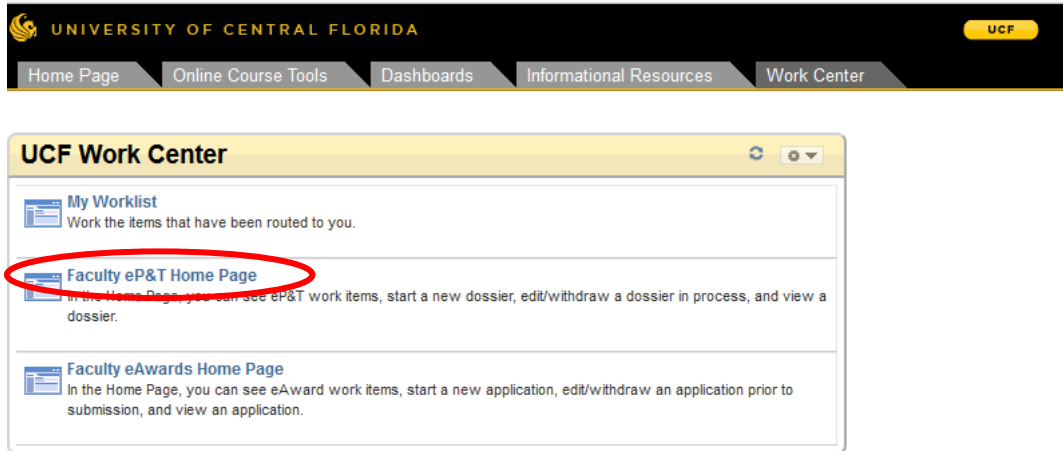
This manual will instruct joint department chairs and cluster leads on how to access a promotion and tenure dossier, so that they may evaluate the candidate.

Before you begin, please ensure that your browser's pop-up blocker is set to allow pop-ups.

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 .



2. Click [Faculty eP&T Home Page](#).



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

UNIVERSITY OF CENTRAL FLORIDA

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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 Only eP&Ts that have not had final approval or been withdrawn will be accessible.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.

Click any of the headings to sort the dossiers (e.g., by last name, first name, etc.).

Workflow Form Status =

Case Sensitive

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

Basic Search

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		

To open a 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.

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.

8. After clicking **View**, the document will open in a new window. When you are finished reviewing the document, close the window to return to the dossier. Repeat this process until you have reviewed all of the attachments.

Close the window to return to the dossier.

NOTE: If a document does not open, ensure that your browser's pop-up blocker is set to allow pop-ups.