



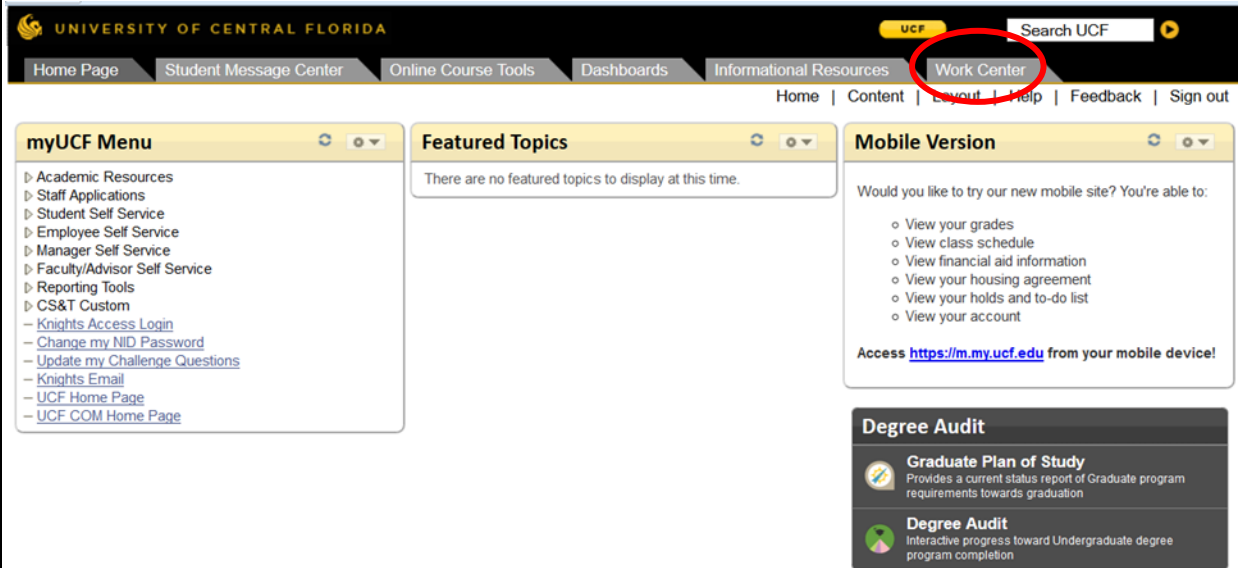
**University P & T Committee Training Manual
Electronic Promotion and Tenure System**

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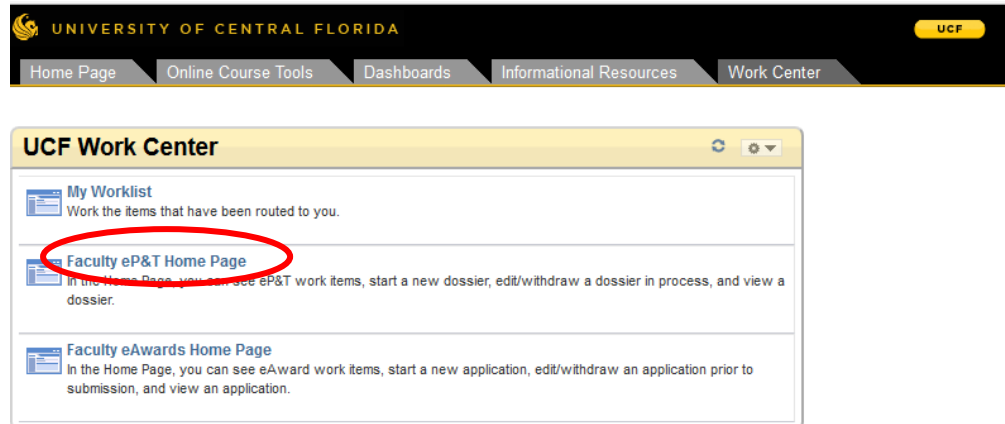
PART I. Committee Members

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 myUCF portal homepage. At the top, there is a navigation bar with the University of Central Florida logo and the text "UNIVERSITY OF CENTRAL FLORIDA". To the right of the logo is a search bar labeled "Search UCF". Below the navigation bar are several tabs: "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" section contains 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". The "Featured Topics" section contains the text "There are no featured topics to display at this time." The "Mobile Version" section contains the text "Would you like to try our new mobile site? You're able to:" followed by a list of options: "View your grades", "View class schedule", "View financial aid information", "View your housing agreement", "View your holds and to-do list", and "View your account". Below the "Mobile Version" section is a "Degree Audit" section with two sub-sections: "Graduate Plan of Study" and "Degree Audit".

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



The screenshot shows the UCF Work Center page. At the top, there is a navigation bar with the University of Central Florida logo and the text "UNIVERSITY OF CENTRAL FLORIDA". To the right of the logo is a search bar labeled "Search UCF". Below the navigation bar are several tabs: "Home Page", "Online Course Tools", "Dashboards", "Informational Resources", and "Work Center". The "Work Center" tab is selected. Below the navigation bar, there is a "UCF Work Center" section. This section contains three items: "My Worklist", "Faculty eP&T Home Page", and "Faculty eAwards Home Page". The "Faculty eP&T Home Page" link is circled in red. The "My Worklist" item contains the text "Work the items that have been routed to you." The "Faculty eP&T Home Page" item contains the text "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." The "Faculty eAwards Home Page" item contains the text "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. Click [View-Only Access to eP&Ts](#).

UNIVERSITY OF CENTRAL FLORIDA

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 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

Year

Pathway Type

College

Department

Last Name

First Name

Empl ID

Workflow Form Status

Case Sensitive

Limit the number of results to (up to 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 = **Click any of the headings to sort the dossiers (e.g., by last name, first name, etc.).**

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 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](#) [College Dean](#) [University Committee](#)

Evaluate Dossier

Step 1 of 6: 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, first ensure that your pop-up blocker is disabled. Then, 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	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 3:35:41PM			
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			

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

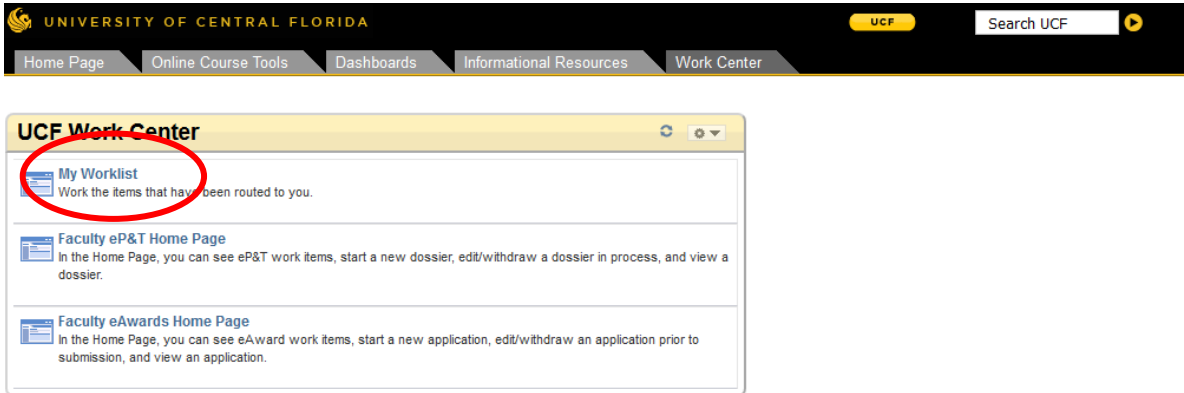
Click here to return to the list of dossiers.

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_ptunivcomm: PT Univ Comm

[Detail View](#) Worklist Filters Feed

Personalize | Find | View All | | | First 1 of 1 Last

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
	10/24/2016	Notification Worklist	Notification		PROMOTEN: NTE	<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.

Evaluate Dossier

Step 1 of 6: Candidate Information

Candidate Information

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

Go to Attachments

This button takes the user to the dossier attachments.

4. To view the attachments, first ensure that your pop-up blocker is disabled. Then, 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 3:34:29PM			
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			

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 | College Dean | **University Committee**

Evaluate Dossier

Step 6 of 6: University 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

Committee Votes

Promotion:

number of votes FOR promotion

number of votes AGAINST promotion

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

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 instructions in step 7.

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

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			
23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			

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

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			
23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List*	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

2. After adding a row, click the dropdown arrow and select "University P&T Committee Signature List."

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.

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_17_University_Committee_Signature_List.pdf	Uploaded: 10/26/2016 3:20:59PM			

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.

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			
23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			

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

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_17_University_Committee_Signature_List.pdf	Uploaded: 10/26/2016 3:20:59PM			
25b-University P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

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

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
610500_16_College_Deans_Evaluation.pdf	Uploaded: 10/11/2016 8:55:06AM			
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
610500_17_University_Committee_Signature_List.pdf	Uploaded: 10/26/2016 3:20:59PM			
25b-University P&T Committee Evaluation Document	Size: 83,885 bytes	View	Delete	+
610500_18_University_Committee_Evaluation.pdf	Uploaded: 10/26/2016 3:32:50PM			

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.