Committee Training Manual
Electronic Awards System – SoTL

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Accessing and Viewing the Application
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Part I. Committee Members

1. Sign in to the myUCF portal (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. Select Faculty eAwards Home Page.
3. **Select** View-Only Access to eAwards.

4. **Click** Search to bring up all applications in your college.
5. Click anywhere on an individual’s line to open the application.

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

6. Use the tabs at the top of the page to navigate through the application.

Use the “Applicant Info” and “Committee” tabs to navigate through the application.

Click here to view application attachments.
7. **Scroll down to SoTL Information to review the information in each of the application sections.**

8. **To view the attachments, select the View button for each application file. If the attachment does not open, ensure that your pop-up blocker is set to allow pop-up windows.**

Click the “View” buttons to review the application files.

Review the three application text boxes.
PART II. Committee Chairs Only

1. Sign in to the myUCF portal (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. Select Faculty eAwards Home Page.
3. Select My Worklist.

Electronic Faculty Awards Home Page

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

View-Only Access to eAwards
Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

4. A screen similar to the following will display, with a list of all applications to be reviewed. Click on the link to open the application.

Click here to open the application.

Do NOT use this button.
5. Use the tabs at the top of the page to navigate through the application.

Use the “Applicant Info” and “Committee” tabs to navigate through the application.

6. Scroll down to **SoTL Information** to review the information in each of the application sections.

Review the three application text boxes.
7. To view the attachments, select the View button for each application file. If the attachment does not open, ensure that your pop-up blocker is set to allow pop-up windows.

8. After the committee reviews and votes on the application, navigate to the Committee tab to complete the review.
9. **Select the award recommendation from the dropdown menu.**

   Use the dropdown menu to select the recommendation.

10. **Enter the summary of the application strengths in the text box. Complete the second text box if the vote is not favorable; otherwise enter N/A.**

   Enter the summary in the text box.

   Complete this box when the vote is not favorable. Otherwise, enter “N/A.”
11. To submit the committee's recommendation, scroll to the buttons at the bottom of the page.

**BUTTONS ARE AT THE BOTTOM OF THE PAGE**

"Reviewed" forwards the application to the next step – **only use if vote is favorable.**

Select the "Deny" button **only if the vote is not favorable.**

"Hold/Save" saves the application, but does not forward it to the next step.

"Recycle to Applicant" - Not applicable for SoTL.