



Training Manual: Candidate Review of Evaluations and Optional Response

Candidates should refer to the relevant promotion schedule and take note of the anticipated dates for their five-day window for review of the following evaluations:

- Department Committee
- Department Chair
- College Committee (*Not Applicable to Librarians and Instructional Designers*)
- Dean
- University Committee (*Not Applicable to Instructors, Lecturers, Librarians and Instructional Designers*)

Upon completion of each of the above evaluations, the candidate will receive a system-generated email indicating the date when the dossier will be available for review and optional comment. **Candidates will not have access to the dossier until the date indicated in the system notification and on the promotion schedule.**

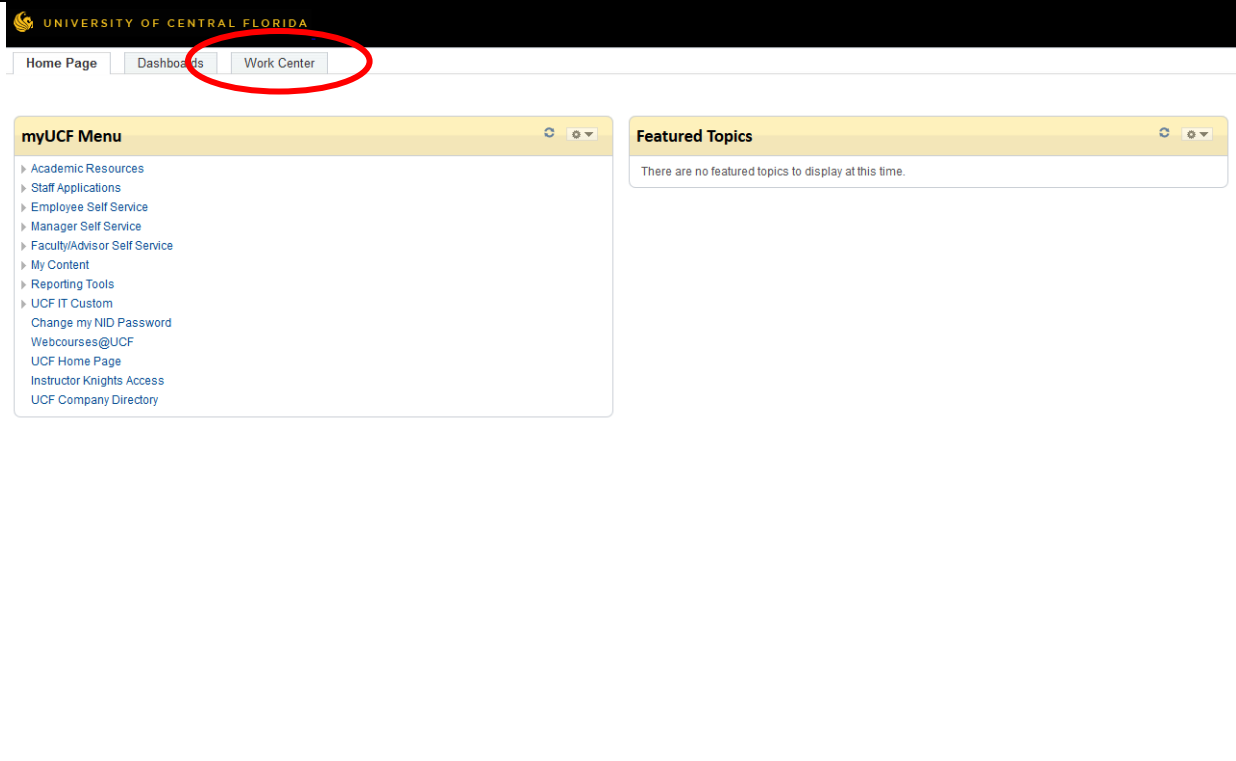
Candidates must send the dossier forward by the end of the five-day window, with or without an optional response.

Please refer to the following instructions for accessing the evaluations and providing an optional response.

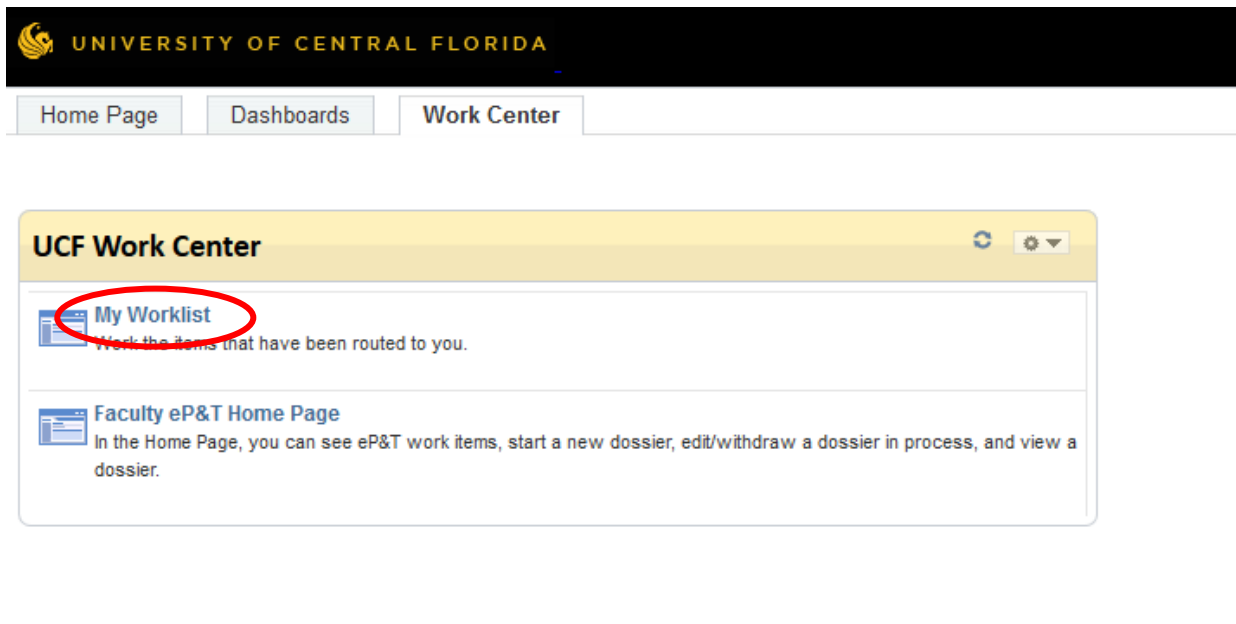
Before You Begin

- ❖ Your browser's pop-up blocker should be set to allow pop-ups.
- ❖ There is a file size limit of 40 megabytes for each pdf attachment.
- ❖ Attachment filenames must be limited to 40 characters.
- ❖ The system times out after 30 minutes of inactivity. It is recommended that you save your work periodically.

1. Sign in to the [myUCF portal \(my.ucf.edu\)](http://my.ucf.edu) and click the [Work Center](#) tab.



2. Select [My Worklist](#).



3. After selecting **My Worklist**, you will see a display similar to the following. Click the link to open the dossier.

Worklist

Worklist for

Detail View Worklist Filters

Worklist Items						Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Refresh"/>
From	Date From	Work Item	Worked By Activity	Priority	Link	
	05/03/2018	Notification Worklist	Notification	<input type="text"/>	PROMOTEN_T/TE	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

Click here to open the dossier

Do NOT use this button.

4. Click the **Department Committee** tab to review the department committee's vote and analysis of the candidate's dossier.

Candidate Info Department Committee

Evaluate Dossier

Step 2 of 2: Department Committee Analysis

Review the promotion and/or tenure votes, as applicable

Candidate Information

Name of faculty member evaluated: eForm ID:

Current rank: Associate Professor

Pathway Type & Year: Tenured/Tenure-Earning Faculty Regular 2019-2020

Application Type: Promotion & Tenure Promotion only Tenure only

Applying to rank: Professor

Committee Votes

Promotion:	Tenure:
10 number of votes FOR promotion	0 number of votes FOR tenure
0 number of votes AGAINST promotion	0 number of votes AGAINST tenure

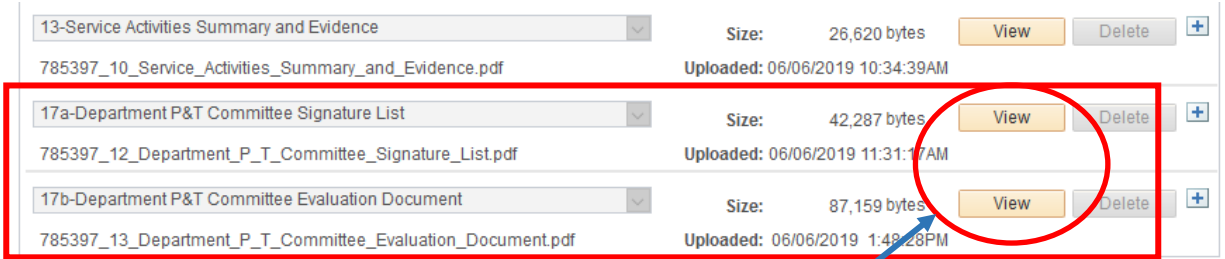
Analysis and Recommendations

*In the field below, or as an attachment, (1) Provide an assessment for each area of assignment and (2) Include an overall comment explaining how the committee's discussion, narrative, and how the votes relate to the department/unit criteria. If attachment is provided, write "Uploaded as PDF" in the field below.

Uploaded as PDF

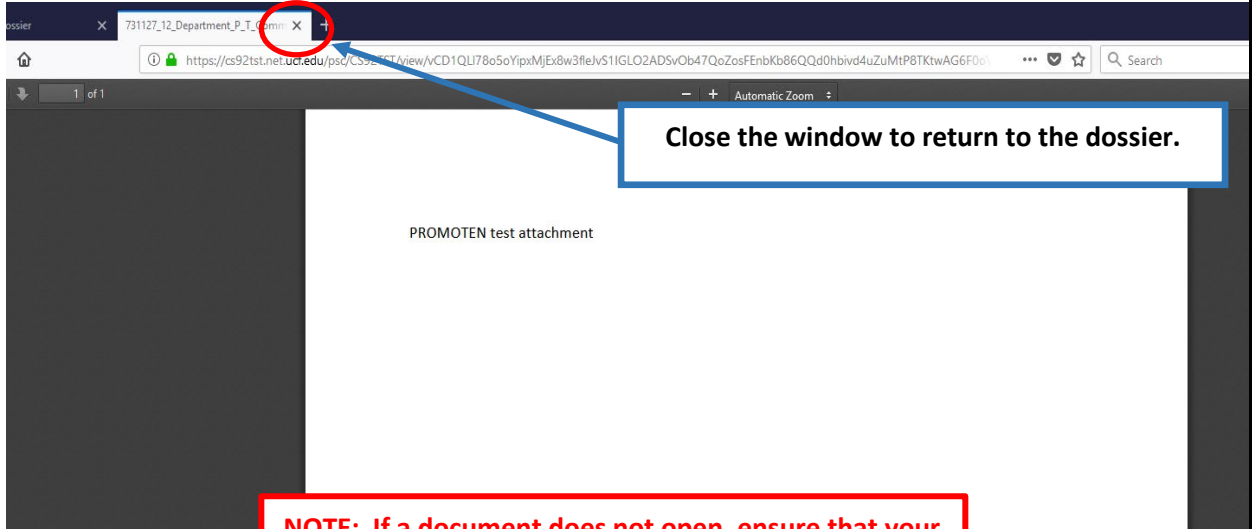
If the department committee did not enter text in this section, scroll down to the attachments to view the uploaded evaluation document (see Step 5).

5. If the department committee did not enter text in the box shown in Step 4, scroll down to the **attachments** to view the uploaded evaluation document. You may also view the committee's official record of attendance (signature list).



Click the **View** buttons to review the department committee evaluation document and signature list.

6. 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.

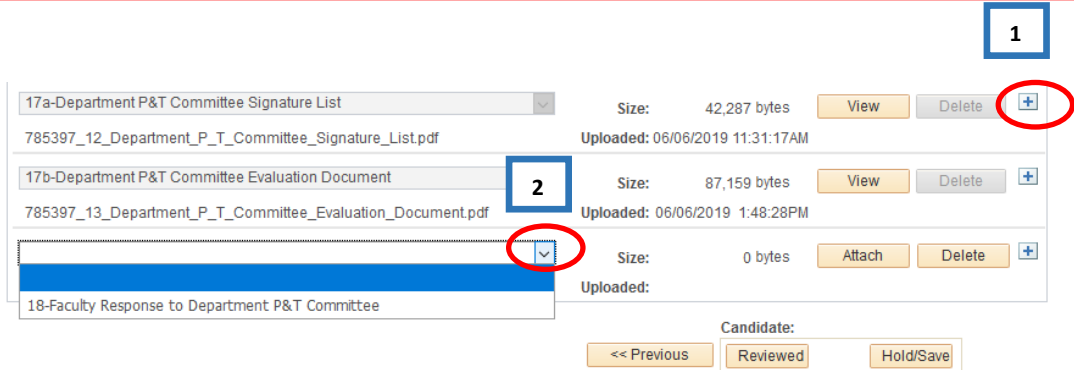


Close the window to return to the dossier.

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

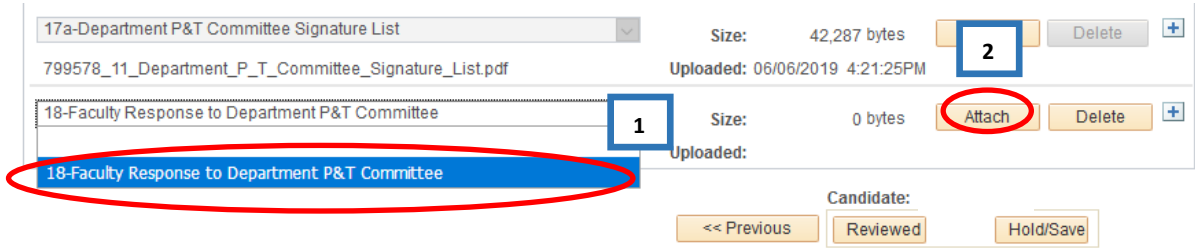
7. To add an optional response to the department committee’s evaluation, scroll down to the attachments. Click the **plus symbol (+)** to add a row. On the new row, use the **dropdown arrow** to display the attachment options.

IMPORTANT:
Responses are entirely optional. If you do not wish to upload a response, skip to Step 14.



1. Click “+” to add a row.
2. Use the dropdown arrow to display the attachment options.

8. Select **Faculty Response to Department P & T Committee**. Then, click **Attach** to upload the faculty response.



1. Click “Faculty Response to Department P & T Committee.”
2. Click “Attach” to upload the faculty response.

9. Click the **Browse** or **Choose File** button.

650704_4_6_Annual_Assignments.pdf Uploaded: 06/12/2017 8:46:34AM

07-Annual Evaluations Size: View Delete

650704_5_7_Annual_Evaluations.pdf Uploaded: 06/12/2017 8:46:34AM

09A-ORC Funding Report Size: View Delete

650704_6_9_ORC_Funding_Report.pdf Uploaded: 06/12/2017 8:46:34AM

10-External Reviewers' Letters and Credentials Size: View Delete

650704_7_10_External_Reviewers_Letters_and_Credentials.pdf Uploaded: 06/12/2017 8:46:34AM

11-Research/Creative Activities Summ and Evidence Size: 26,620 bytes View Delete

650704_8_11_Research_Creative_Activities_Summ_and_Evidence.pdf Uploaded: 06/12/2017 8:46:34AM

12-Teaching Activities Summary and Evidence Size: 26,620 bytes View Delete

650704_9_12_Teaching_Activities_Summ_and_Evidence.pdf Uploaded: 06/12/2017 8:46:34AM

13-Service Activities Summary and Evidence Size: 26,620 bytes View Delete

650704_10_13_Service_Activities_Summ_and_Evidence.pdf Uploaded: 06/12/2017 8:49:33AM

17a-Department P&T Committee Signature List Size: 83,885 bytes View Delete

650704_11_Department_P_T_Committee_Signature_List.pdf Uploaded: 06/12/2017 8:57:22AM

18-Faculty Response to Department P&T Committee Size: 0 bytes Attach Delete

Uploaded:

<< Previous Reviewed Hold/Save

Candidate Info | Department Committee

You will see either Browse or Choose File, depending on your browser.

10. Choose the appropriate PDF from your files and select **Open**.

IMPORTANT: Before completing this step, please ensure that documents are no larger than 40 MB, and that filenames are no longer than 40 characters.

File name: [] Files (*.*)

Open Cancel

Link to Regulation & General Dossier Requirements

Dossier Files

01-Impact Statement* Size: 0 bytes Attach Delete

Uploaded:

Submit Hold/Save ?

11. Select **Upload**. It may take a few moments for the document to upload, depending on file size.

The screenshot shows a list of documents in a table. Each row includes a dropdown menu, a file name, a size, an upload date, and action buttons (View, Delete, Attach). A 'File Attachment' dialog box is open over the table, with the 'Upload' button circled in red. The dialog also has 'Browse...', 'Cancel', and 'Help' buttons.

Document Name	Size	Upload Date	Actions
07-Annual Evaluations			View, Delete, +
650704_5_7_Annual_Evaluations.pdf		Uploaded: 06/12/2017 8:46:34AM	
09A-ORC Funding Report			View, Delete, +
650704_6_9_ORC_Funding_Report.pdf		Uploaded: 06/12/2017 8:48:39AM	
10-External Reviewers' Letters and Credentials			View, Delete, +
650704_7_10_External_Reviewers_Letters_and_Credentials.pdf		Uploaded: 06/12/2017 8:48:39AM	
11-Research/Creative Activities Summ and Evidence	26,620 bytes		View, Delete, +
650704_8_11_Research_Creative_Activities_Summ_and_Evidence.pdf		Uploaded: 06/12/2017 8:48:39AM	
12-Teaching Activities Summary and Evidence	26,620 bytes		View, Delete, +
650704_9_12_Teaching_Activities_Summary_and_Evidence.pdf		Uploaded: 06/12/2017 8:49:11AM	
13-Service Activities Summary and Evidence	26,620 bytes		View, Delete, +
650704_10_13_Service_Activities_Summary_and_Evidence.pdf		Uploaded: 06/12/2017 8:49:33AM	
17a-Department P&T Committee Signature List	83,885 bytes		View, Delete, +
650704_11_Department_P_T_Committee_Signature_List.pdf		Uploaded: 06/12/2017 8:57:22AM	
18-Faculty Response to Department P&T Committee	0 bytes		Attach, Delete, +

12. After uploading, click **View** if you wish to view the attachment. Click **Delete** if you wish to remove the document.

The screenshot shows a list of documents. The '18-Faculty Response to Department P&T Committee' row has its 'View' and 'Delete' buttons circled in red. Below the list are navigation buttons for 'Candidate' status: '<< Previous', 'Reviewed', and 'Hold/Save'.

Document Name	Size	Upload Date	Actions
13-Service Activities Summary and Evidence	26,620 bytes		View, Delete, +
799578_10_Teaching_Activities_Summary_and_Evidence.pdf		Uploaded: 05/31/2019 4:57:24PM	
17a-Department P&T Committee Signature List	42,287 bytes		View, Delete, +
799578_11_Department_P_T_Committee_Signature_List.pdf		Uploaded: 06/06/2019 4:21:25PM	
18-Faculty Response to Department P&T Committee	83,885 bytes		View, Delete, +
799578_12_Faculty_Response_to_Department_P_T_Committee.pdf		Uploaded: 06/06/2019 4:27:02PM	

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

13. After reviewing the evaluation and uploading an optional response, click **Reviewed** to forward the dossier to the next step. If you are not ready to submit the optional response, you may click **Hold/Save** to save the dossier without forwarding.

17a-Department P&T Committee Signature List	Size: 42,287 bytes	View	Delete	+
799578_11_Department_P_T_Committee_Signature_List.pdf	Uploaded: 06/06/2019 4:21:25PM			
18-Faculty Response to Department P&T Committee	Size: 83,885 bytes	View	Delete	+
799578_12_Faculty_Response_to_Department_P_T_Committee.pdf	Uploaded: 06/06/2019 4:27:02PM			

Candidate:

<< Previous **Reviewed** Hold/Save

“Reviewed” forwards the dossier to the next step.

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

IMPORTANT: All candidates must send the dossier forward by the end of the five-day window, with or without an optional response.

14. Upon clicking **Reviewed** to send the dossier forward, a confirmation will be displayed.

Evaluate Dossier

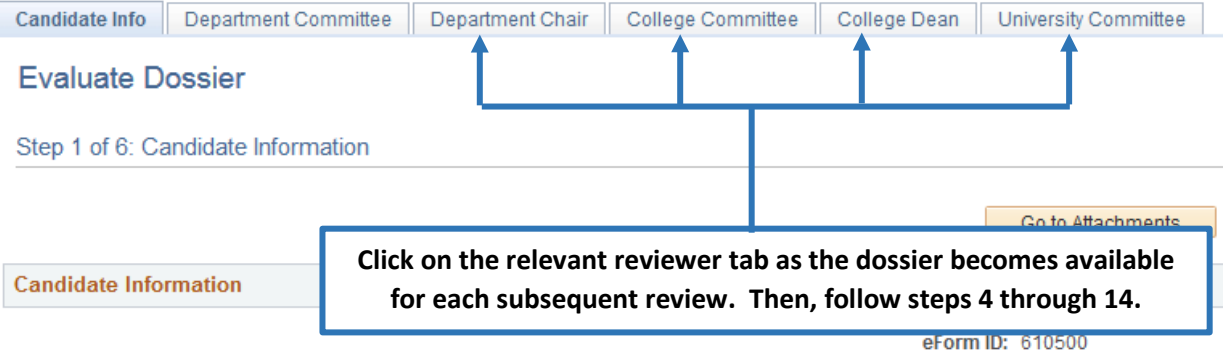
Step 2 of 2: Evaluation Complete

Form Status

eForm ID: 650704

You have just APPROVED this form. This action passed the form to GT P&T Department Chair for further processing.

[Go To Worklist](#)

15.	<p>Repeat Steps 4 through 14 for each subsequent review: Department Chair, College Committee, College Dean and University Committee. (University Committee review is not applicable to Instructors, Lecturers, Librarians and Instructional Designers.)</p>
	 <p>The screenshot shows a web interface titled "Evaluate Dossier" with "Step 1 of 6: Candidate Information". At the top, there are six tabs: "Candidate Info", "Department Committee", "Department Chair", "College Committee", "College Dean", and "University Committee". A blue line with arrows points from the "Candidate Information" section to each of the four reviewer tabs. A callout box with a blue border contains the text: "Click on the relevant reviewer tab as the dossier becomes available for each subsequent review. Then, follow steps 4 through 14." Other elements include a "Go to Attachments" button and the text "Candidate Information" and "eForm ID: 610500".</p>
16.	<p>After completing the requisite steps, the dossier is forwarded to the Provost (or designee) for review. The candidate will be notified of the final decision by letter.</p> <p>NOTE: The candidate will not have access to the dossier while it is under review by the Provost.</p>