



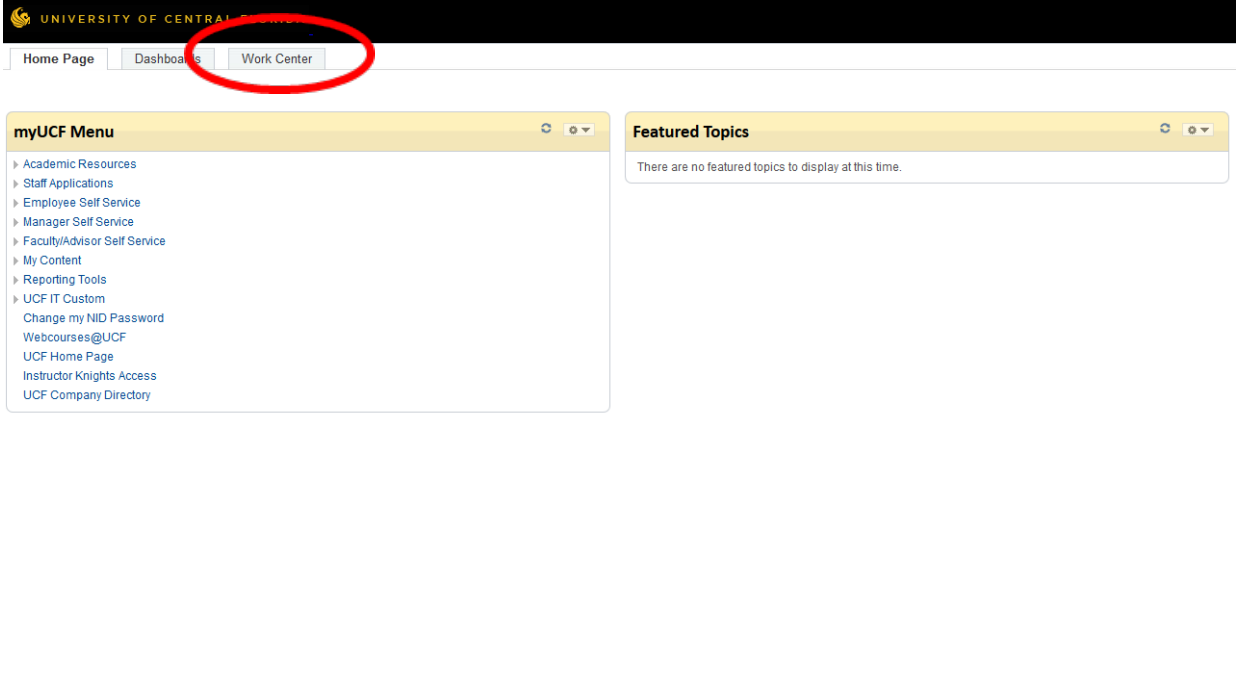
**College Committee Training Manual  
Electronic Promotion and Tenure System**

**Contents:**

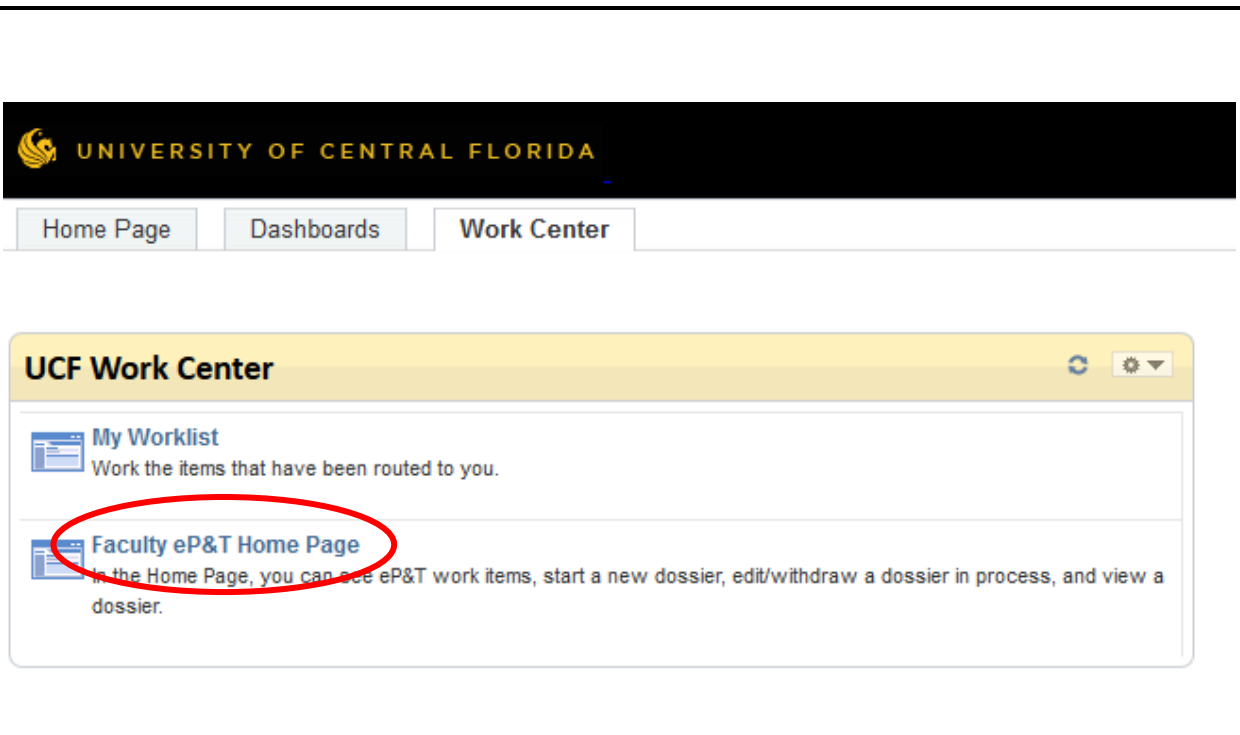
- Part I**      [Committee Members: Pages 2-5](#)  
Accessing and Viewing the Dossier  
Entering the Votes  
Uploading the Signature List  
Completing the Committee's Evaluation
- Part II**      [Committee Chair Only: Pages 6-11](#)  
Accessing and Viewing the Dossier

## 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](mailto:facultyexcellence@ucf.edu).



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



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

UNIVERSITY OF CENTRAL FLORIDA

Home Page Dashboards Work Center

UCF Work Center

Menu

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

**Faculty eP&T Home Page**  
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.

### Electronic Promotion & Tenure Home Page

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

**Start a New eP&T**  
Candidates, use this link to initiate a new dossier, which will then be routed to the appropriate reviewers. Once a dossier has been started, you will not be able to access it 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 your dossier that is currently in process. Only dossiers that have not had final approval or been withdrawn will be accessible.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 dossiers. Candidates will not be able to access their dossier through this link until the process has been completed. Committee members will only have access to dossiers during the specified review windows on the schedule.

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 500):

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 Engr		

**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 these tabs to navigate through the dossier.**

View Dossier

Step 1 of 8: 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	1-12 of 12	Last
01-Impact Statement	Size: 83,885 bytes	<a href="#">View</a>	<a href="#">Delete</a>		
785397_1_Impact_Statement.pdf		Uploaded: 06/06/2019 10:32:24AM			
02-Curriculum Vitae	Size: 83,885 bytes	<a href="#">View</a>	<a href="#">Delete</a>		
785397_2_Curriculum_Vitae.pdf		Uploaded: 06/06/2019 10:32:42AM			
03-Curriculum Vitae to External Reviewers	Size: 26,620 bytes	<a href="#">View</a>	<a href="#">Delete</a>		
785397_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf		Uploaded: 06/06/2019 10:32:55AM			

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](#).

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Home Page Dashboards Work Center

UCF Work Center

Menu

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

**Faculty eP&T Home Page**  
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.

### Electronic Promotion & Tenure Home Page

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

**Start a New eP&T**  
Candidates, use this link to initiate a new dossier, which will then be routed to the appropriate reviewers. Once a dossier has been started, you will not be able to access it 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 your dossier that is currently in process. Only dossiers 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 dossiers. Candidates will not be able to access their dossier through this link until the process has been completed. Committee members will only have access to dossiers during the specified review windows on the schedule.

2. A display similar to the following will appear. Click the link to open the dossier.

Worklist

Worklist for

[Detail View](#)

Worklist Filters

From	Date From	Work Item	Worked By Activity	Priority	Link	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
	06/17/2019	Notification Worklist	Notification		<a href="#">PROMOTEN.TITE</a>		

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.

Candidate Info | Department Committee | Department Chair | College Committee

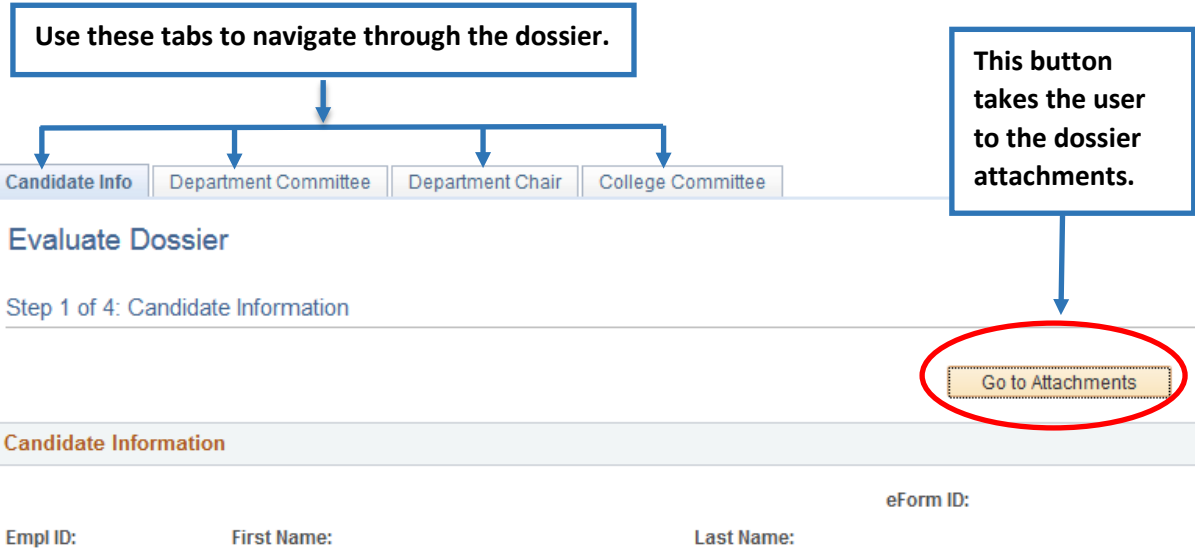
Evaluate Dossier

Step 1 of 4: Candidate Information

Go to Attachments

Candidate Information

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

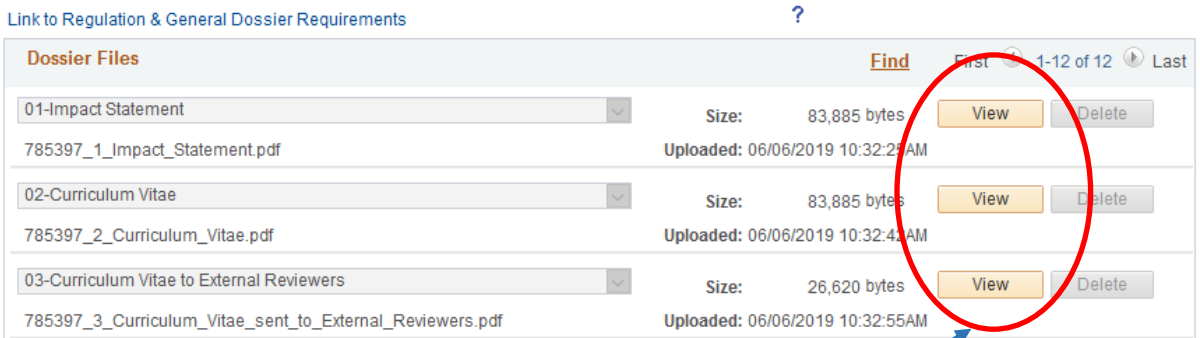


4. To view the attachments, select the **View** button for each dossier file.

Link to Regulation & General Dossier Requirements

Dossier Files Find First 1-12 of 12 Last

01-Impact Statement	Size: 83,885 bytes	View	Delete
785397_1_Impact_Statement.pdf	Uploaded: 06/06/2019 10:32:29 AM		
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete
785397_2_Curriculum_Vitae.pdf	Uploaded: 06/06/2019 10:32:42 AM		
03-Curriculum Vitae to External Reviewers	Size: 26,620 bytes	View	Delete
785397_3_Curriculum_Vitae_sent_to_External_Reviewers.pdf	Uploaded: 06/06/2019 10:32:55 AM		



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**

### Evaluate Dossier

Step 4 of 4: College Committee Analysis of Candidate Information

Select the "College Committee" tab

#### 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

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

#### Committee Votes

Promotion:

number of votes FOR promotion

number of votes FOR tenure

number of votes AGAINST promotion

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

Committee Chairs may use this interactive box to complete the evaluation OR may upload a PDF instead. If uploading a PDF, enter "Uploaded as PDF" in the 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. Before you begin this step, note that there is a link to the signature list template at the bottom of the page (see illustration below and in step 8).

17a-Department P&T Committee Signature List	Size: 42,287 bytes	View	Delete	+
785397_12_Department_P_T_Committee_Signature_List.pdf Uploaded: 06/06/2019 11:31:17AM				
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_13_Department_P_T_Committee_Evaluation_Document.pdf Uploaded: 06/06/2019 1:48:28PM				

[Print Committee Signature Template](#)

Link to print committee signature template

Candidate:  
 << Previous Reviewed Hold/Save

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

17a-Department P&T Committee Signature List	Size: 42,287 bytes	View	Delete	+
785397_12_Department_P_T_Committee_Signature_List.pdf Uploaded: 06/06/2019 11:31:17AM				
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_13_Department_P_T_Committee_Evaluation_Document.pdf Uploaded: 06/06/2019 1:48:28PM				
	Size: 0 bytes	Attach	Delete	+
Uploaded:				
Candidate: << Previous Reviewed Hold/Save				

2. After adding a row, click the dropdown arrow and select "College P&T Committee Signature List." (Scroll to the bottom of the page in the dossier for a link to the template)

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: 26,620 bytes	View	Delete	+
785397_10_Service_Activities_Summary_and_Evidence.pdf Uploaded: 06/06/2019 10:34:39AM				
17a-Department P&T Committee Signature List	Size: 42,287 bytes	View	Delete	+
785397_12_Department_P_T_Committee_Signature_List.pdf Uploaded: 06/06/2019 11:31:17AM				
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_13_Department_P_T_Committee_Evaluation_Document.pdf Uploaded: 06/06/2019 1:48:28PM				
21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_14_College_P_T_Committee_Signature_List.pdf				

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 box to complete the evaluation, as explained in step 5.

12-Teaching Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
785397_9_Teaching_Activities_Summary_and_Evidence.pdf	Uploaded: 06/06/2019 10:34:27AM			
13-Service Activities Summary and Evidence	Size: 26,620 bytes	View	Delete	+
785397_10_Service_Activities_Summary_and_Evidence.pdf	Uploaded: 06/06/2019 10:34:39AM			

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

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_14_College_P_T_Committee_Signature_List.pdf	Uploaded: 06/17/2019 3:00:10PM			
21b-College P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

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

21a-College P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_14_College_P_T_Committee_Signature_List.pdf	Uploaded: 06/17/2019 3:00:10PM			
21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_15_College_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/17/2019 3:06:04PM			

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	+
785397_14_College_P_T_Committee_Signature_List.pdf				
Uploaded: 06/17/2019 3:00:10PM				
21b-College P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_15_College_P_T_Committee_Evaluation_Document.pdf				
Uploaded: 06/17/2019 3:06:04PM				

[Print Committee Signature Template](#)

Candidate:  
<< 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.