College Committee Training Manual
Electronic Promotion and Tenure System

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Accessing and Viewing the Dossier
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. Click on Faculty eP&T Home Page.
3. **Click View-Only Access to eP&Ts.**

![Image of eP&T Home Page]

4. **Click Search to bring up all dossiers. There is no need to complete any of the fields.**

![Image of 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.

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

- Use these tabs to navigate through the dossier.
- This button takes the user to the dossier attachments.
7. To view the attachments, select the **View** button for each dossier file.

Click here to return to the list of dossiers.

Use these buttons to navigate to the previous/next dossier item.

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

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.

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

Select the “College Committee” tab

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.

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

<table>
<thead>
<tr>
<th>File Name</th>
<th>Size (bytes)</th>
<th>Uploaded Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>17a-Department P&amp;T Committee Signature List</td>
<td>42,287</td>
<td>06/06/2019 11:31:17AM</td>
</tr>
<tr>
<td>785397_12_Department_P_T_Committee_Signature_List.pdf</td>
<td>42,287</td>
<td>06/06/2019 11:31:17AM</td>
</tr>
<tr>
<td>17b-Department P&amp;T Committee Signature List</td>
<td>87,159</td>
<td>06/06/2019 14:28:28PM</td>
</tr>
<tr>
<td>785397_13_Department_P_T_Committee_Signature_List.pdf</td>
<td>87,159</td>
<td>06/06/2019 14:28:28PM</td>
</tr>
<tr>
<td>21a-College P&amp;T Committee Signature List</td>
<td>0</td>
<td>06/06/2019 14:28:28PM</td>
</tr>
<tr>
<td>21b-College P&amp;T Committee Evaluation Document</td>
<td>0</td>
<td>06/06/2019 14:28:28PM</td>
</tr>
</tbody>
</table>

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

**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.

**4.** When the file name appears, the file has successfully uploaded.

Link to print committee signature template
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.

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

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.

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.

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.