



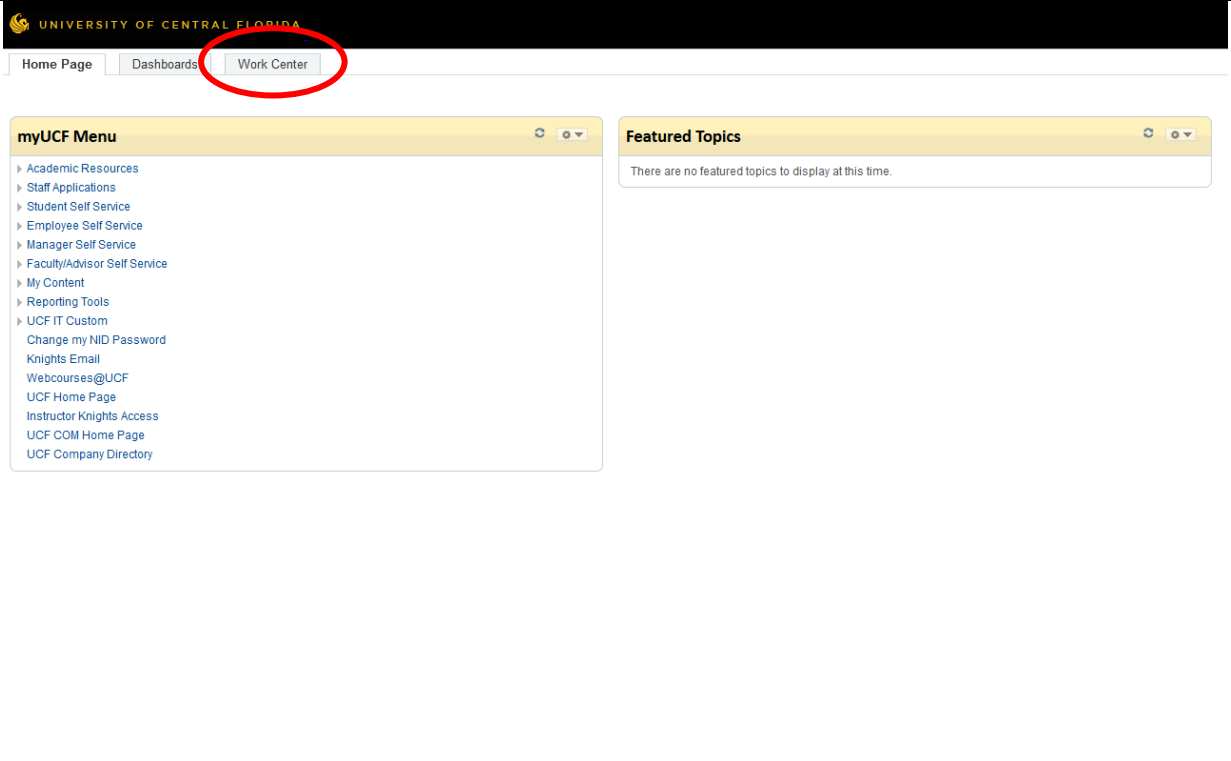
**Training Manual for College Dean Designee Role
Electronic Promotion and Tenure System**

Contents:

- Part I** [Task: Review and Forwarding of College Committee's Evaluation](#)
The Dean Designee reviews the college committee's evaluation and forwards the dossier to the candidate for review.
- Part II** [View-Only Access to Dossiers](#)
The Dean Designee has view-only access to each dossier from the time it is submitted until Provost review begins. Follow these instructions for view-only access.

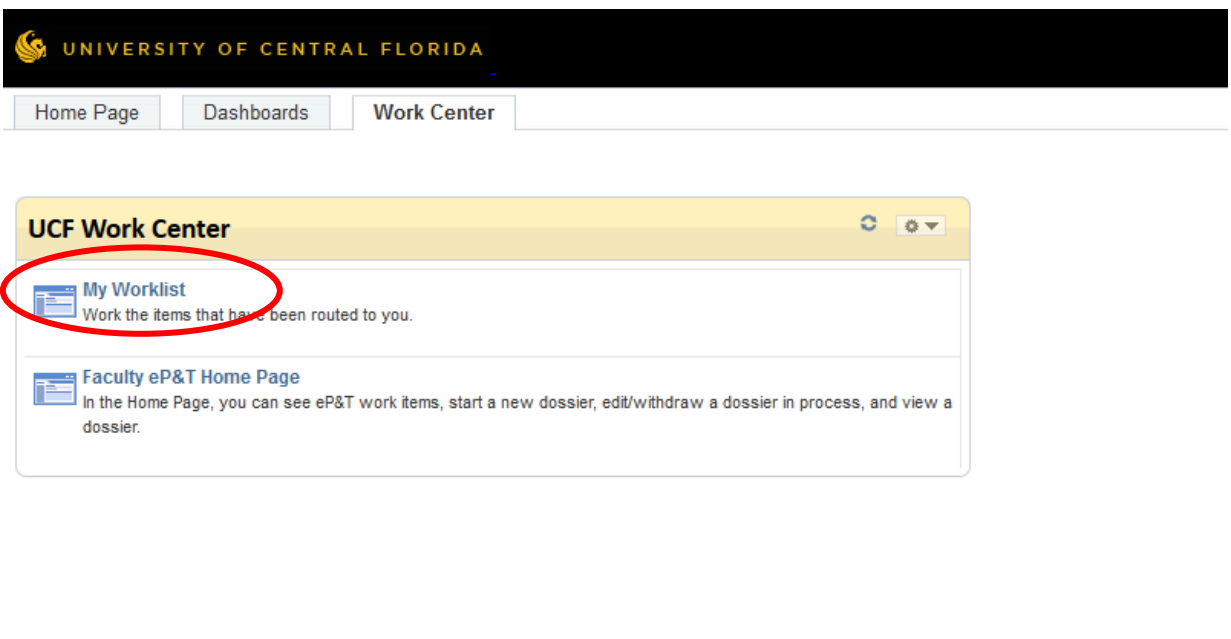
Part 1. Task: Review and Forwarding of College Committee's Evaluation

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 top navigation bar of the myUCF portal. The University of Central Florida logo is on the left. The navigation tabs are "Home Page", "Dashboards", and "Work Center". The "Work Center" tab is circled in red. Below the navigation bar is the "myUCF Menu" section, which lists various services such as Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Manager Self Service, Faculty/Advisor Self Service, My Content, Reporting Tools, UCF IT Custom, Change my NID Password, Knights Email, Webcourses@UCF, UCF Home Page, Instructor Knights Access, UCF COM Home Page, and UCF Company Directory. To the right of the menu is a "Featured Topics" section, which currently displays "There are no featured topics to display at this time."

2. Click on **My Worklist**.



The screenshot shows the "UCF Work Center" page. The navigation bar at the top has "Home Page", "Dashboards", and "Work Center" tabs. The "Work Center" tab is active. Below the navigation bar is the "UCF Work Center" header. Underneath, there are two main sections. The first section is titled "My Worklist" and contains the text "Work the items that have been routed to you." The "My Worklist" link is circled in red. The second section is titled "Faculty eP&T Home Page" and 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."

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

Worklist

Worklist for fed_ptdeandes: PT College Dean Designee

[Detail View](#)

Worklist Filters

From	Date From	Work Item	Worked By Activity	Priority	Link		
PT College Comm	09/30/2016	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.

4. Click the **College Committee** tab to review the committee's vote and evaluation.

Click here to view the committee's vote and evaluation.

[Candidate Info](#) | [Department Committee](#) | [Department Chair](#) | [College Committee](#)

Evaluate Dossier

Step 1 of 4: Candidate Information

Candidate Information

eForm ID: 785397

Empl ID: First Name: Last Name:
Tenure Status: Tenured

Promotion and/or Tenure Information

Pathway Type & Year: Tenured/Tenure-Earning Faculty Regular 2019-2020
*Application Type (check one): Promotion & Tenure Promotion only Tenure only

5. Review the vote count and evaluation comments.

Candidate Info | Department Committee | Department Chair | **College Committee**

Evaluate Dossier

Step 4 of 4: College Committee Analysis of Candidate Information

Candidate Information

Name of faculty member evaluated:

Current rank: Associate Professor

Pathway Type & Year: Tenured/Tenure

Regular

2019-2020

Application Type: Promotion & Tenure

Promotion only

Tenure only

Applying to rank: Professor

Committee Votes

Promotion:

5 number of votes FOR promotion

1 number of votes AGAINST promotion

Tenure:

0 number of votes FOR tenure

0 number of votes AGAINST tenure

Analysis and Recommendations

In the field below, or as an attachment, (1) Provide an assessment for each candidate, including how the committee's discussion, narrative, and how the votes relate to the PDF in the field below.

Uploaded as PDF

Review the promotion and/or tenure vote count, as applicable.

If the committee chair did not use the interactive box to complete the committee's evaluation, scroll down to the attachments at the bottom of the page to view the uploaded evaluation document.

6. Review the attached college committee signature list.

Click "View" to review the college committee signature list. Confirm that all committee members who voted signed the form and that the number of signatures matches the vote count shown in Step 5.

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	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		

Candidate:

[<< Previous](#) [Reviewed](#) [Hold/Save](#)

[Recycle to Committee](#)

[Candidate Info](#) | [Department Committee](#) | [Department Chair](#) | [College Committee](#)

7. If the committee did not use the evaluation box shown in Step 5, review the attached PDF document.

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	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		

Candidate:

[<< Previous](#) [Reviewed](#) [Hold/Save](#)

[Recycle to Committee](#)

[Candidate Info](#)

Click "View" to review the college committee's evaluation document, if the committee did not complete the interactive box shown in Step 5.

8. **Scroll down to the bottom of the page to send the dossier to the next step (candidate review) or recycle it back to the committee for revision.**

21a-College P&T Committee Signature List	Size: 83,991 bytes	<input type="button" value="View"/>	<input type="button" value="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	<input type="button" value="View"/>	<input type="button" value="Delete"/>
785397_15_College_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/17/2019 3:06:04PM		

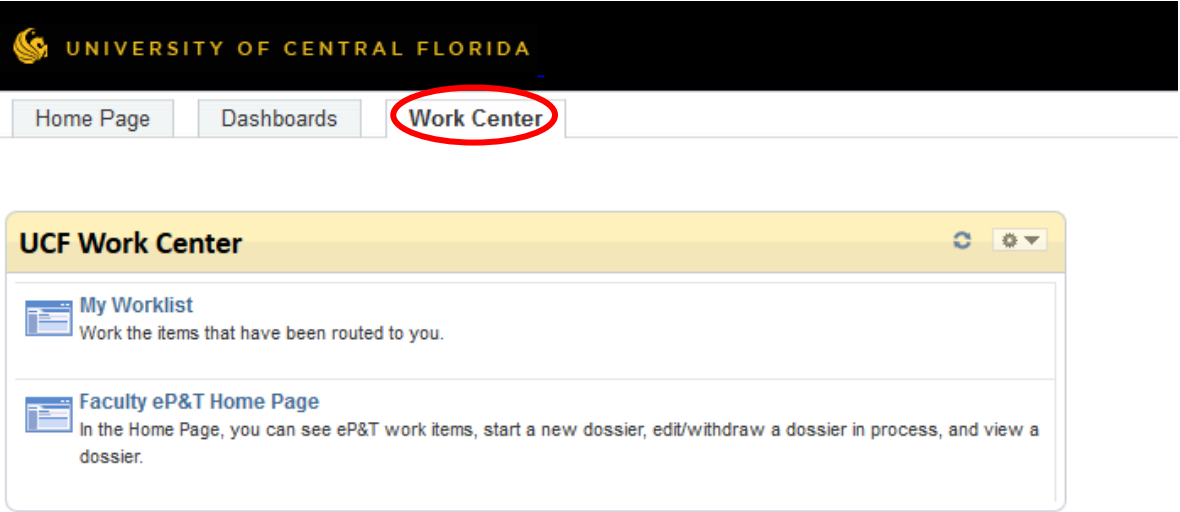
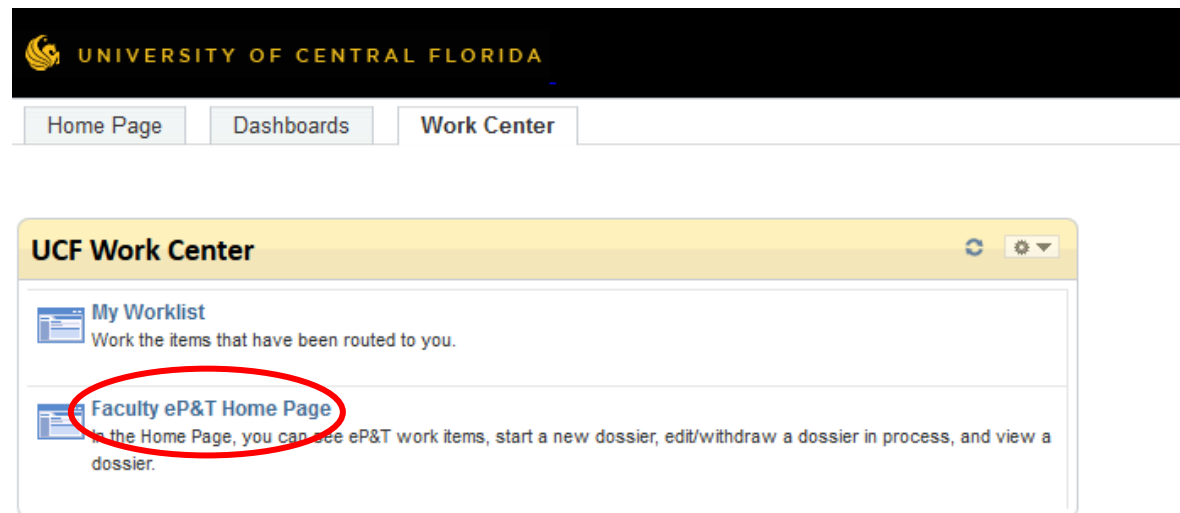
“Reviewed” forwards the dossier to the candidate.

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

“Recycle to Committee” forwards the dossier back to the college committee chairperson for revision.

PART II. View-Only Access to Dossiers

[Follow these instructions to view the dossiers throughout the process]

1.	Sign in to the myUCF portal (my.ucf.edu) and click the Work Center tab.
	 <p>The screenshot shows the myUCF portal interface. At the top, there is a black header with the University of Central Florida logo and name. Below the header is a navigation bar with three tabs: "Home Page", "Dashboards", and "Work Center". The "Work Center" tab is highlighted with a red circle. Below the navigation bar is a yellow box titled "UCF Work Center" containing two links: "My Worklist" and "Faculty eP&T Home Page".</p>
2.	Click Faculty eP&T Home Page .
	 <p>This screenshot is identical to the one above, but with a red circle around the "Faculty eP&T Home Page" link in the "UCF Work Center" box.</p>

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

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):

[Basic Search](#)

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.

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

Workflow Form Status =

Case Sensitive

Limit the number of results to (up to 300):

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		

To open a dossier, click anywhere on an individual's line.

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

Use the "Candidate Info" and "Department Committee" tabs to navigate through the dossier. *NOTE: Depending on your level of review, you may not see all tabs shown here.*

This button takes the user to the dossier attachments.

[Candidate Info](#) [Department Committee](#) [Department Chair](#) [College Committee](#) [College Dean](#) [U](#)

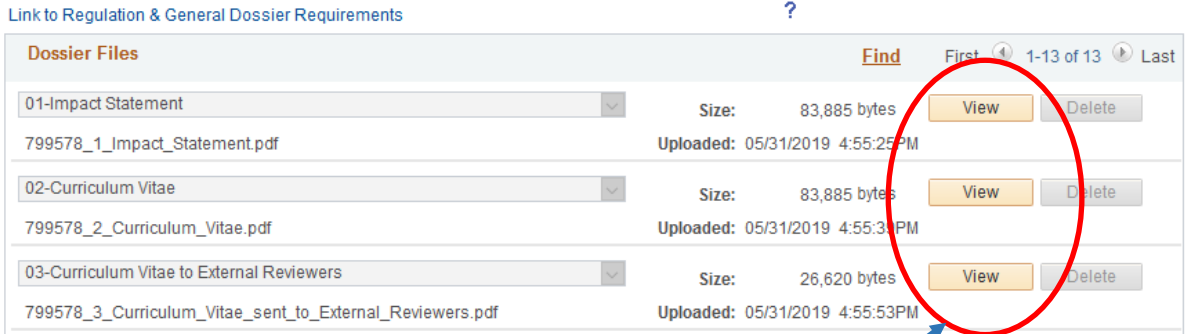
View Dossier

Step 1 of 8: Candidate Information

Candidate Information

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

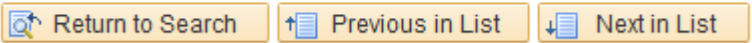
7. To view the attachments, select the “View” button for each dossier file.



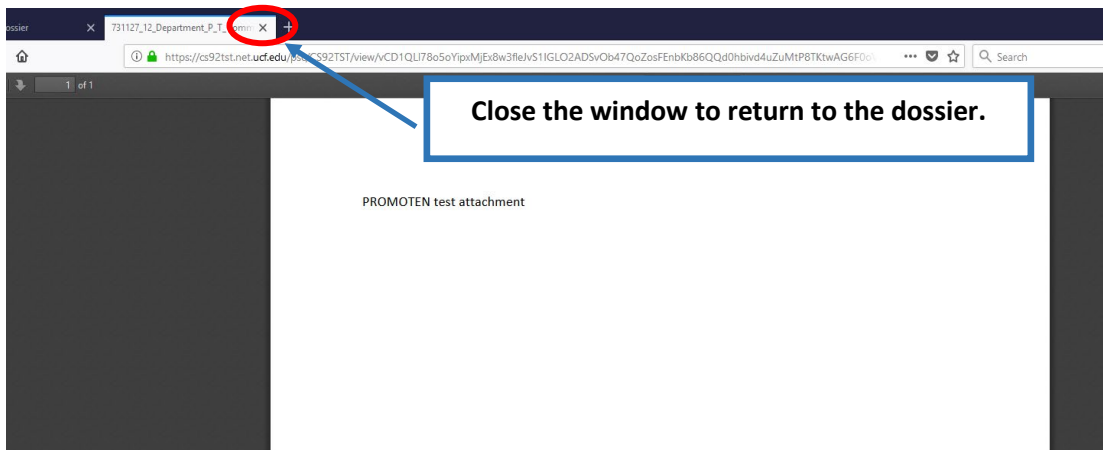
Click the “View” buttons to review the dossier files.

Click here to return to the list of dossiers.

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



8. 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. Repeat this process until you have reviewed all of the attachments.



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.