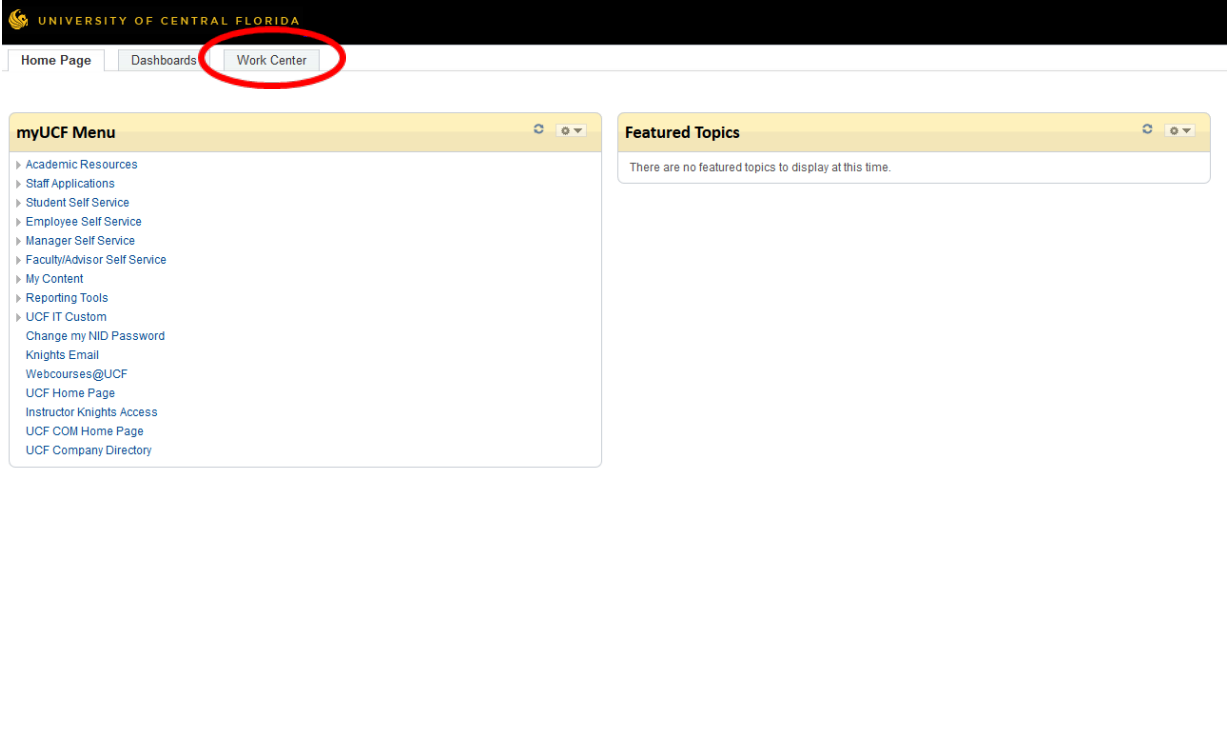




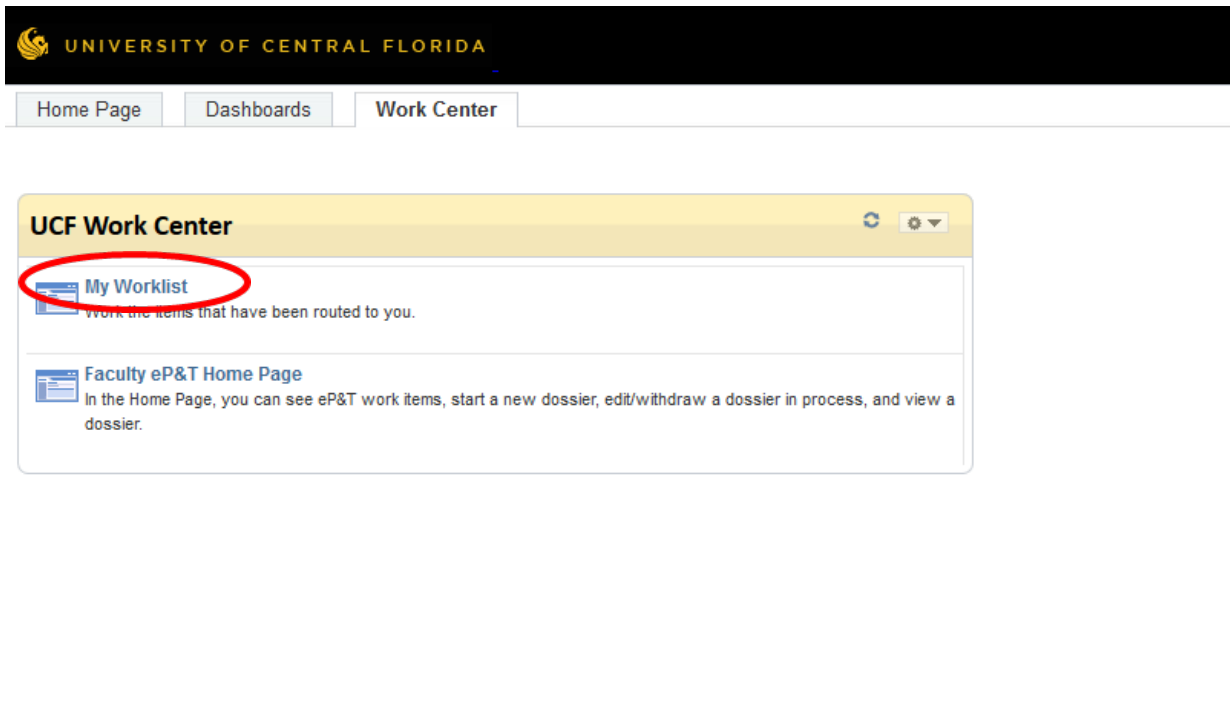
**Faculty
Excellence**

**Training Manual for College Deans
Electronic Promotion and Tenure System**

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 .



2. Click [My Worklist](#).



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

Worklist

Worklist for: []

Detail View [] Worklist Filters [] Feed []

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
	06/17/2019	Notification Worklist	Notification		PROMOTEN T/TE		

Click here to open the dossier.

Do NOT use this button.

4. Use the tabs at the top of the page to navigate through the dossier. Click [Go to Attachments](#) to view the dossier files.

Use these tabs to navigate through the dossier.

Candidate Info | Department Committee | Department Chair | College Committee | College Dean

Evaluate Dossier

Step 1 of 5: Candidate Information

Go to Attachments

Candidate Information

eForm ID: 610500 ?

Empl ID: First Name: Last Name:

This button takes the user to the dossier attachments.

5. Click [View](#) to review each dossier file.

[Link to Regulation & General Dossier Requirements](#) ?

Dossier Files		Find	First	1-14 of 14	Last
01-Impact Statement	Size: 83,885 bytes	View	Delete	+	
785397_1_Impact_Statement.pdf	Uploaded: 06/06/2019 10:32:25AM				
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete	+	
785397_2_Curriculum_Vitae.pdf	Uploaded: 06/06/2019 10:32:42AM				
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 10:32:58AM				
04-External Reviewers' Letters and Credentials	Size: 83,991 bytes	View	Delete	+	
785397_4_External_Reviewers__Letters_and_Credentials.pdf	Uploaded: 06/06/2019 10:33:18AM				

Click the "View" buttons to review the dossier files.

6. After reviewing the dossier files, click the [College Dean](#) tab to enter the recommendation and evaluation.

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

Evaluate Dossier

Step 1 of 5: Candidate Information

Candidate Information

eForm ID: 610500 ?

Empl ID:

First Name:

Last Name:

To begin working on the College Dean's evaluation, click here.

7. Enter the Dean’s recommendation by clicking on the dropdown arrow and selecting **FOR** or **AGAINST**. Deans may use the interactive box to complete the evaluation narrative, or may upload a PDF document instead.

Candidate Information

Name of faculty member evaluated eForm ID:

Current rank:

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

Application Type: Promotion & Tenure Promotion only Tenure only

Applying to rank: Professor

Recommendations

*Promotion Recommendation: FOR v

Tenure Recommendation:

Analysis

Deans may use this box to complete the evaluation OR may write “Uploaded as a PDF” in this box and upload a PDF document instead (See step 8).

Click on the dropdown arrow to select the promotion and/or tenure recommendation(s), as applicable.

8. To upload the evaluation in PDF format, scroll down to the attachments. **Follow this step only if you are not using the interactive box to complete the evaluation, as explained in step 7.**

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				
23-College Dean Evaluation Document	Size: 0 bytes	Attach	Delete	+
Uploaded:				

1. Click the “+” sign to add a row.
2. Click the drop-down arrow and select “College Dean Evaluation Document.”
3. Click “Attach” to upload the document.

9. After completing the evaluation, click one of the buttons at the bottom of the page.

The screenshot shows a document upload interface. At the top, there is a dropdown menu with the text "23-College Dean Evaluation Document". Below it, the filename "785397_16_College_Deans_Evaluation_Document.pdf" is displayed. To the right of the filename, the file size is "89,489 bytes" and the upload date is "06/18/2019 1:21:20PM". There are "View" and "Delete" buttons next to the filename. Below the filename, there is a "Candidate:" section with three buttons: "<< Previous", "Reviewed", and "Hold/Save!". The "Reviewed" button is circled in red. Below the buttons, there is a breadcrumb trail: "Candidate Info | Department Committee | Department Chair | College Committee | College Dean".

"Reviewed" forwards the dossier to the next step (candidate review).

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