Contents:

Part I  
**Task: Verification of Dossier Contents**  
The Department Chair/Unit Head reviews the dossier for completeness, certifies the contents and forwards it to the department committee.

Part II  
**Task: Review and Forwarding of Department Committee’s Evaluation**  
The Department Chair/Unit Head reviews the department committee’s evaluation and forwards the dossier to the candidate for review.

Part III  
**Task: Department Chair’s Evaluation**  
The Department Chair/Unit Head completes an evaluation of the dossier and forwards it to the candidate for review.

Part IV  
**View-Only Access to Dossiers**  
The Department Chair/Unit Head 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 I. Task: Department Chair/Unit Head Verification of Dossier Contents

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

Click here to open the dossier.

Do NOT use this button.

4. After opening the dossier, review each of the uploaded files by clicking **View**. If the dossier is complete, check both boxes in the **Certifications** area.

Complete the certifications by clicking the checkboxes.

Review each uploaded document by clicking **View**.
5. After reviewing the dossier in its entirety and completing the certifications, click the relevant button at the bottom of the page.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Document Name</th>
<th>Size</th>
<th>Upload Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-Research/Creative Activities Sum. and Evidence</td>
<td>785397_8_Research___Creative_Activities_Summary_and_Evidence.pdf</td>
<td>26.620 bytes</td>
<td>06/06/2019 10:34:12AM</td>
<td>View</td>
</tr>
<tr>
<td>12-Teaching Activities Summary and Evidence</td>
<td>785397_9_Teaching_Activities_Summary_and_Evidence.pdf</td>
<td>26.620 bytes</td>
<td>06/06/2019 10:34:27AM</td>
<td>View</td>
</tr>
<tr>
<td>13-Service Activities Summary and Evidence</td>
<td>785397_10_Service_Activities_Summary_and_Evidence.pdf</td>
<td>26.620 bytes</td>
<td>06/06/2019 10:34:32AM</td>
<td>View</td>
</tr>
</tbody>
</table>

**Candidate:**
- Reviewed
- Hold/Save
- Recycle to Faculty

“Reviewed” forwards the dossier to the department committee.

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

“Recycle…” returns the dossier to the candidate for revision.
PART II. Task: Department Chair/Unit Head Review and Forwarding of Department Committee’s Evaluation

1. Navigate to the dossier by following steps 1 through 3 in Part I, above.

2. After opening the dossier, click the Department Committee tab to review the department committee's vote count and evaluation comments.

   - Click here to review the committee’s evaluation.
   - Review the vote count and evaluation comments in the interactive box.
   - If the department committee did not use the interactive box, scroll down to the attachments at the bottom of the page to view the uploaded evaluation document.
3. **Review the attached department committee signature list.**

   Click **View** to review the department 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 2.

   

<table>
<thead>
<tr>
<th>File Name</th>
<th>Size</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Teaching Activities Summary and Evidence.pdf</td>
<td>26.620 bytes</td>
<td>06/06/2019 10:34:27AM</td>
</tr>
<tr>
<td>13-Service Activities Summary and Evidence.pdf</td>
<td>26.620 bytes</td>
<td>06/06/2019 10:34:27AM</td>
</tr>
<tr>
<td>17a-Department P&amp;T Committee Signature List.pdf</td>
<td>42.267 bytes</td>
<td>06/06/2019 11:31:17AM</td>
</tr>
</tbody>
</table>

4. **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.**

   

<table>
<thead>
<tr>
<th>File Name</th>
<th>Size</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Teaching Activities Summary and Evidence.pdf</td>
<td>26.620 bytes</td>
<td>06/06/2019 10:34:27AM</td>
</tr>
<tr>
<td>13-Service Activities Summary and Evidence.pdf</td>
<td>26.620 bytes</td>
<td>06/06/2019 10:34:27AM</td>
</tr>
<tr>
<td>17a-Department P&amp;T Committee Signature List.pdf</td>
<td>42.267 bytes</td>
<td>06/06/2019 11:31:17AM</td>
</tr>
</tbody>
</table>

   “Reviewed” forwards the dossier to the candidate.  
   “Hold/Save” saves the dossier, but does not forward it.  
   “Recycle to Committee” returns the dossier to the department committee chairperson for revision.
PART III. Task: Department Chair/Unit Head Evaluation of Dossier

1. Navigate to the dossier by following steps 1 through 3 in Part I, above.

2. After opening the dossier, click the “Department Chair” tab.

3. Enter the promotion and/or tenure recommendations and complete the written evaluation.

---

To begin working on the department chair’s evaluation, click here.

Click the dropdown arrow to enter the promotion and/or tenure recommendations, as applicable.

Chairs may use this interactive box to complete their evaluation OR may write “uploaded as a PDF” in this box and upload a pdf document instead.
4. To upload the evaluation in PDF format, scroll down to the attachments at the bottom of the page. Click the plus symbol (+) to add a row. On the new row, use the dropdown arrow to display the attachment options.

*Note: If you have completed the evaluation by using the interactive box shown in step 3, skip this step and proceed to step 6.*

<table>
<thead>
<tr>
<th>Attachment Name</th>
<th>Size</th>
<th>Uploaded</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>13: Service Activities Summary and Evidence</td>
<td>20,020 bytes</td>
<td>06/15/2018 1:32:21 PM</td>
<td>View, Delete</td>
</tr>
<tr>
<td>731127_10_13_Service_Activities_Summary_and_Evidence.pdf</td>
<td>20,020 bytes</td>
<td>06/15/2018 1:32:21 PM</td>
<td>View, Delete</td>
</tr>
<tr>
<td>17a: Department P&amp;T Committee Signature List</td>
<td>83,886 bytes</td>
<td>06/15/2018 1:40:00 PM</td>
<td>View, Delete</td>
</tr>
<tr>
<td>731127_11_Department_P_T_Committee_Signature_List.pdf</td>
<td>83,886 bytes</td>
<td>06/15/2018 1:40:00 PM</td>
<td>View, Delete</td>
</tr>
<tr>
<td>17b: Department P&amp;T Committee Evaluation Document</td>
<td>87,169 bytes</td>
<td>06/15/2018 1:40:37 PM</td>
<td>View, Delete</td>
</tr>
<tr>
<td>731127_12_Department_P_T_Committee_Evaluation_Document.pdf</td>
<td>87,169 bytes</td>
<td>06/15/2018 1:40:37 PM</td>
<td>View, Delete</td>
</tr>
</tbody>
</table>

1. Click the plus symbol (+) to add a row.
2. Use the dropdown arrow to display the attachment options.

5. Select Department Chair Evaluation Document. Then, click Attach to upload the faculty response.

<table>
<thead>
<tr>
<th>Attachment Name</th>
<th>Size</th>
<th>Uploaded</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>19: Department Chair Evaluation Document</td>
<td>0 bytes</td>
<td>06/15/2018 1:40:37 PM</td>
<td>Attach, Delete</td>
</tr>
</tbody>
</table>

1. Click Department Chair Evaluation Document.
2. Click Attach to upload the evaluation document.
After completing the evaluation, click one of the buttons at the bottom of the page.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed</td>
<td>Forwards the dossier to the candidate.</td>
</tr>
<tr>
<td>Hold/Save</td>
<td>Saves the dossier, but does not forward it.</td>
</tr>
<tr>
<td>Recycle…</td>
<td>Returns the dossier to the candidate.</td>
</tr>
</tbody>
</table>
PART IV. 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.

2. Click Faculty eP&T Home Page.
3. Click View-Only Access to eP&Ts.

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

Click any field on an individual’s line to open the dossier. You may sort the dossiers by clicking on any of the headings.

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