



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

Contents:

Part I **[Committee Members: Pages 2-5](#)**

Accessing and Viewing the Dossier

Part II **[Committee Chairs Only: Pages 6-11](#)**

Accessing and Viewing the Dossier

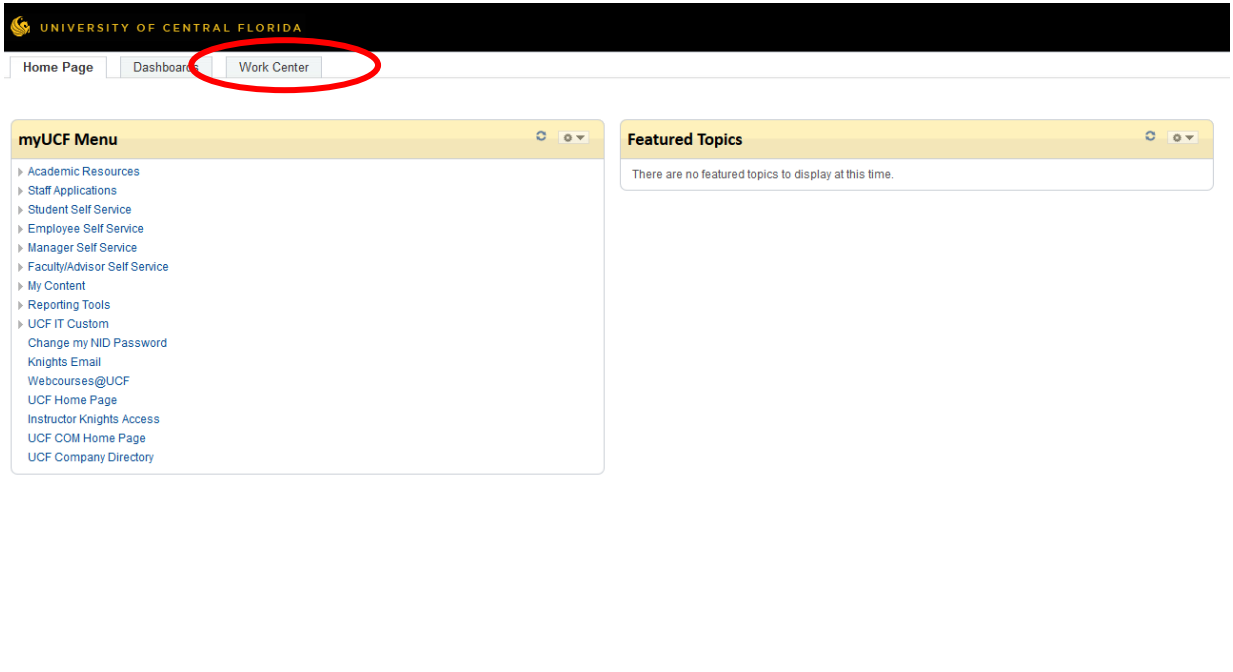
Entering the Votes

Completing the Committee's Evaluation

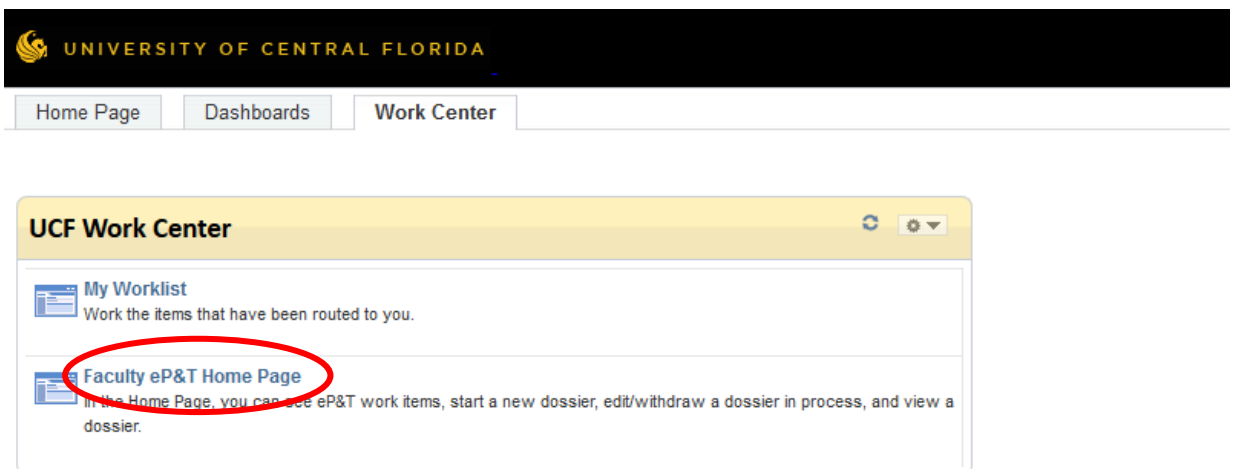
Uploading the Signature List

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.



- Click [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 Only dossiers that have not had final approval or been withdrawn will be accessible.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 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 Eng		

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

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

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.

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

View Dossier

Step 1 of 8: Candidate Information

This button takes the user to the dossier attachments.

Candidate Information

eForm ID: 785397

Empl ID:

First Name:

Last Name:

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	View	Delete		
785397_1_Impact_Statement.pdf Uploaded: 06/06/2019 10:32:29AM					
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 10:32:55AM					

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

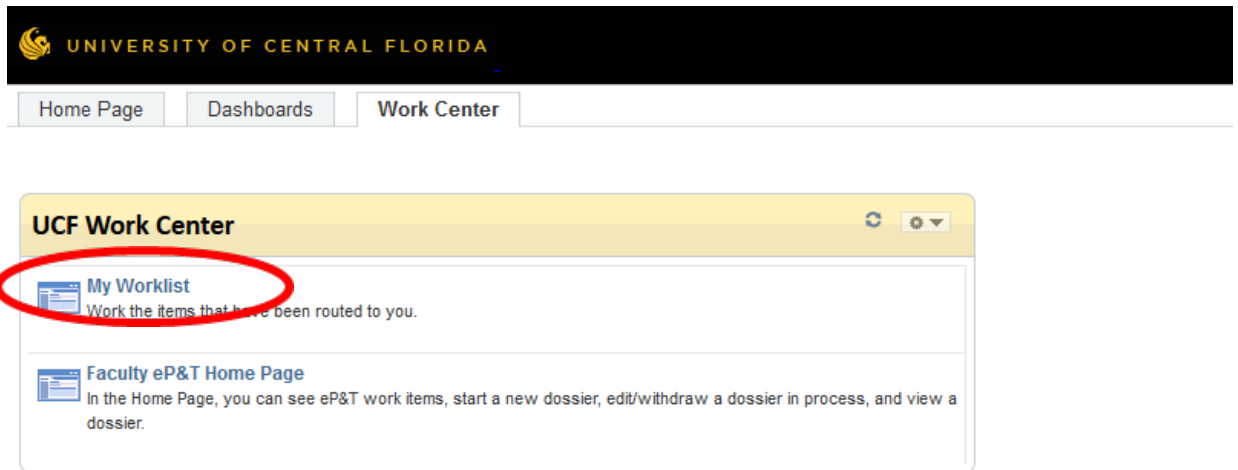
Click here to return to the list of dossiers.

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](#).



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

The screenshot shows a 'Worklist' table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, Link, and actions (Mark Worked, Reassign). The 'Link' column for the first row contains 'PROMOTEN.T/TE', which is circled in red. A blue box with an arrow points to this link with the text 'Click here to open the dossier.' Another blue box with an arrow points to the 'Reassign' button with the text 'Do NOT use this button.'

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

3. 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.

Candidate Info | Department Committee

Evaluate Dossier

Step 1 of 2: Candidate Information

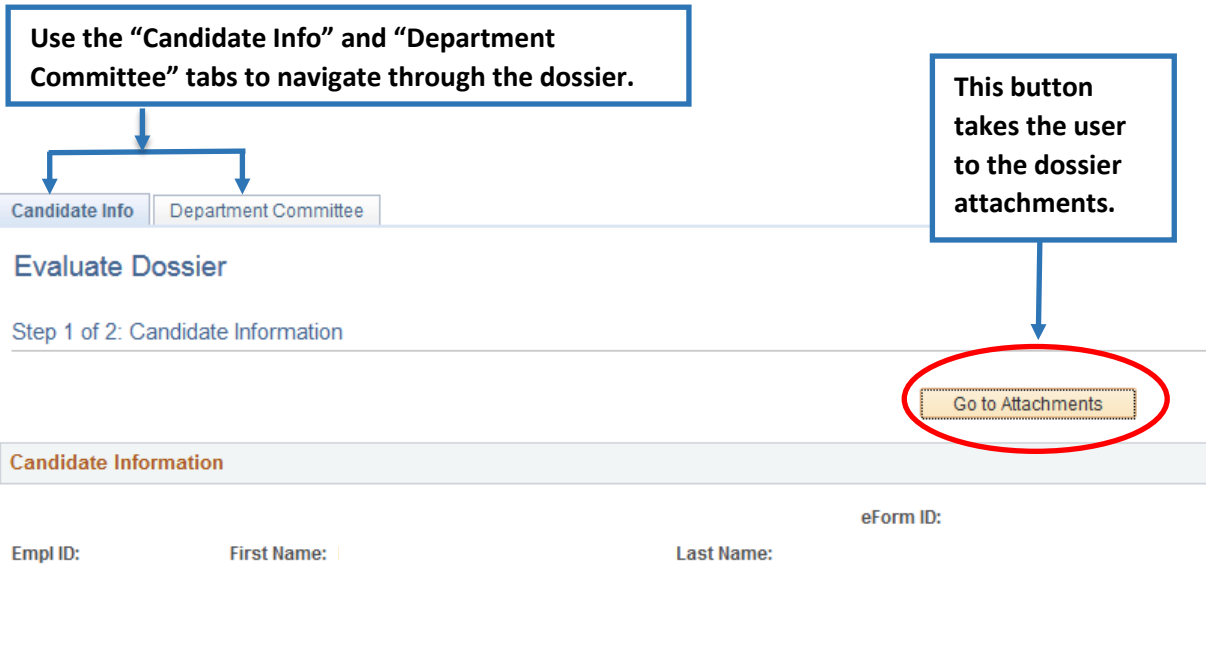
Go to Attachments

Candidate Information

eForm ID:

Empl ID: First Name: Last Name:

This button takes the user to the dossier attachments.

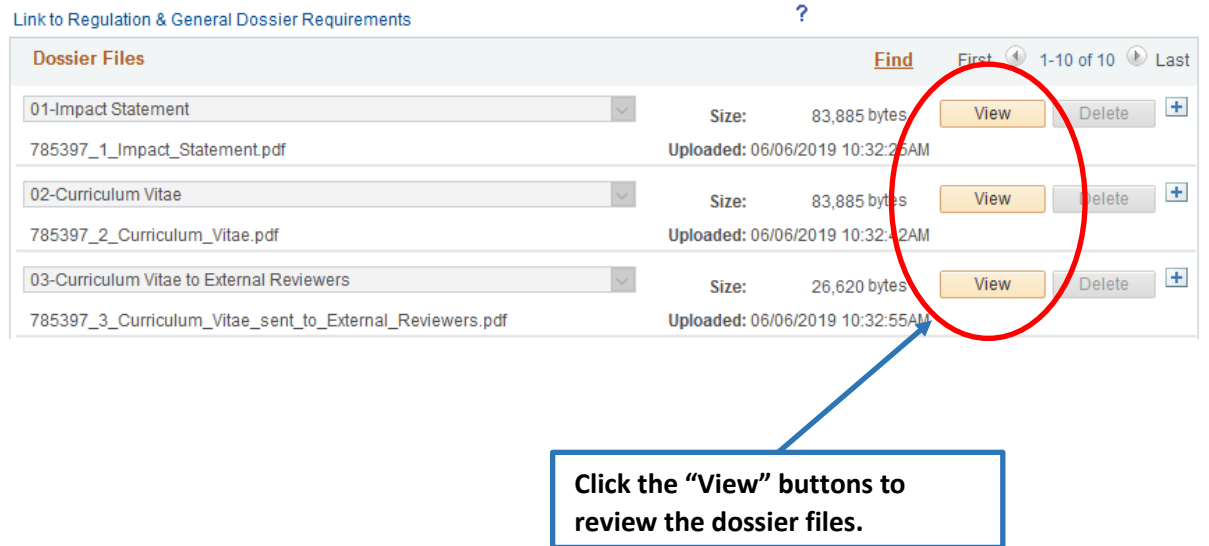


4. To view the attachments, select the View button for each dossier file.

Link to Regulation & General Dossier Requirements ?

Dossier Files		Find	First	1-10 of 10	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 10:32:55AM				

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**

Evaluate Dossier

Select the "Department Committee" tab

Step 2 of 2: Department Committee Analysis of Candidate Information

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

Committee Votes

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

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 the 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).

[Print Committee Signature Template](#)

Link to print committee signature template

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 “Department P&T Committee Signature List.” (Scroll to the bottom of page in dossier for link to the signature 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.

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).

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			
17b-Department P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

2. After adding a row, click the dropdown arrow and select “Department 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.

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			
17b-Department P&T Committee Evaluation Document	Size: 87,159 bytes	View	Delete	+
785397_11_Department_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/06/2019 11:28:44AM			

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.

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_11_Department_P_T_Committee_Evaluation_Document.pdf	Uploaded: 06/06/2019 11:28:44AM			

[Print Committee Signature Template](#)

Candidate:
<< Previous Reviewed Hold/Save

“Reviewed” forwards the dossier to the next step.
“Hold/Save” saves the dossier, but does not forward it.

Click here to obtain the committee signature list template.