

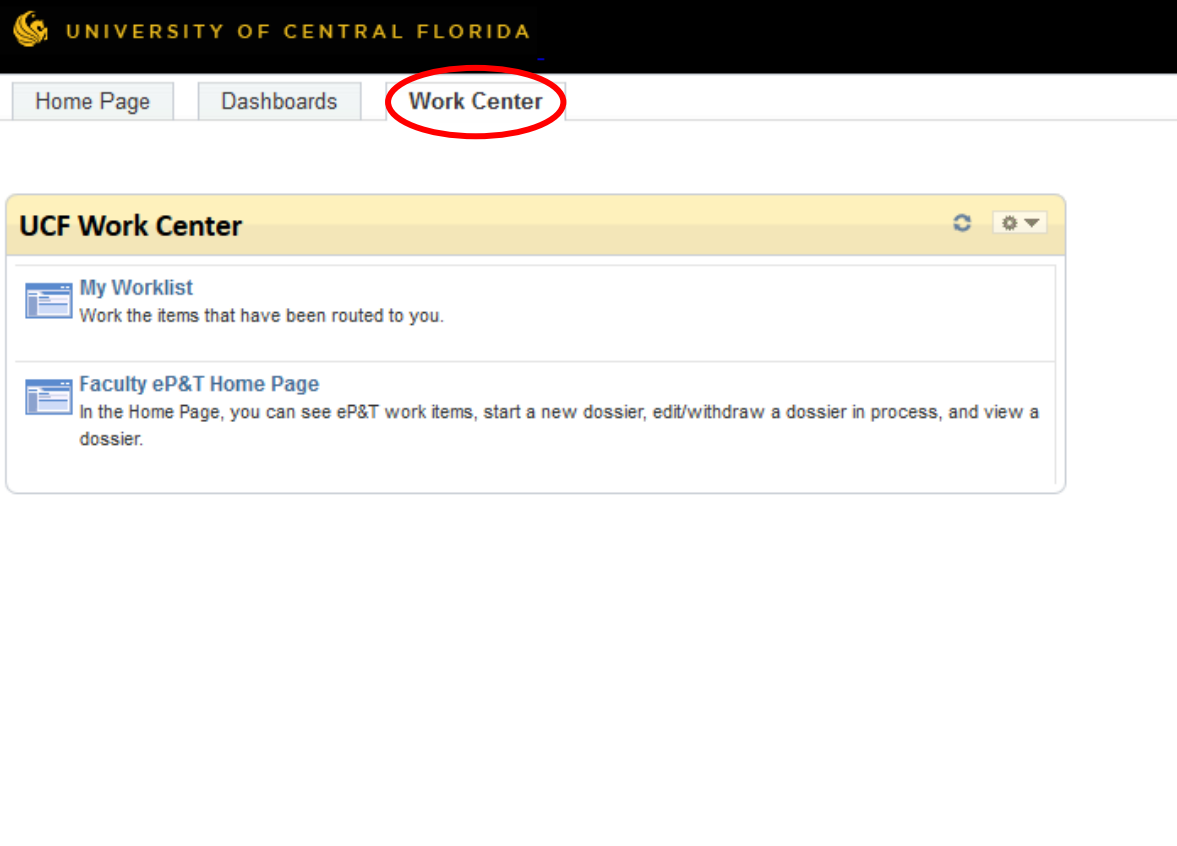


**Training Manual  
Joint Department Chairs and Cluster Leads  
Electronic Promotion and Tenure System**

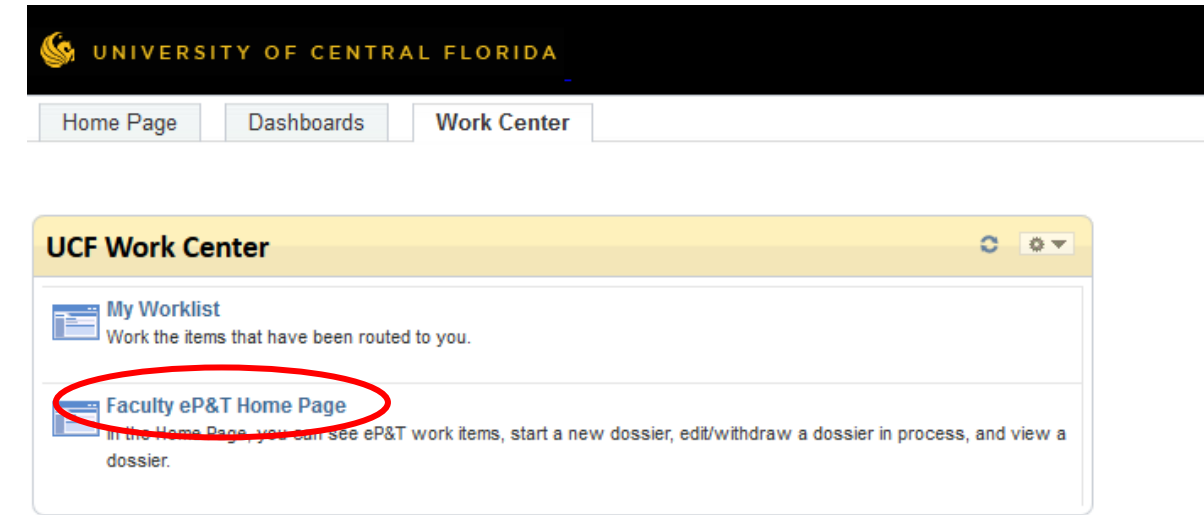
This manual will instruct joint department chairs and cluster leads on how to access a promotion and tenure dossier, so that they may evaluate the candidate.

Before you begin, please ensure that your browser's pop-up blocker is set to allow pop-ups.

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](mailto:facultyexcellence@ucf.edu) .



2. 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 Only dossiers that have not had final approval or been withdrawn will be accessible.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.

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.

This button takes the user to the dossier attachments.

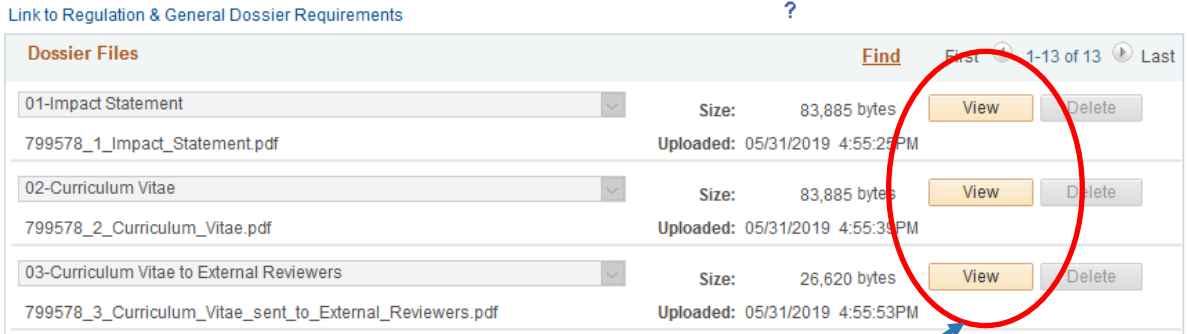
View Dossier

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.

