



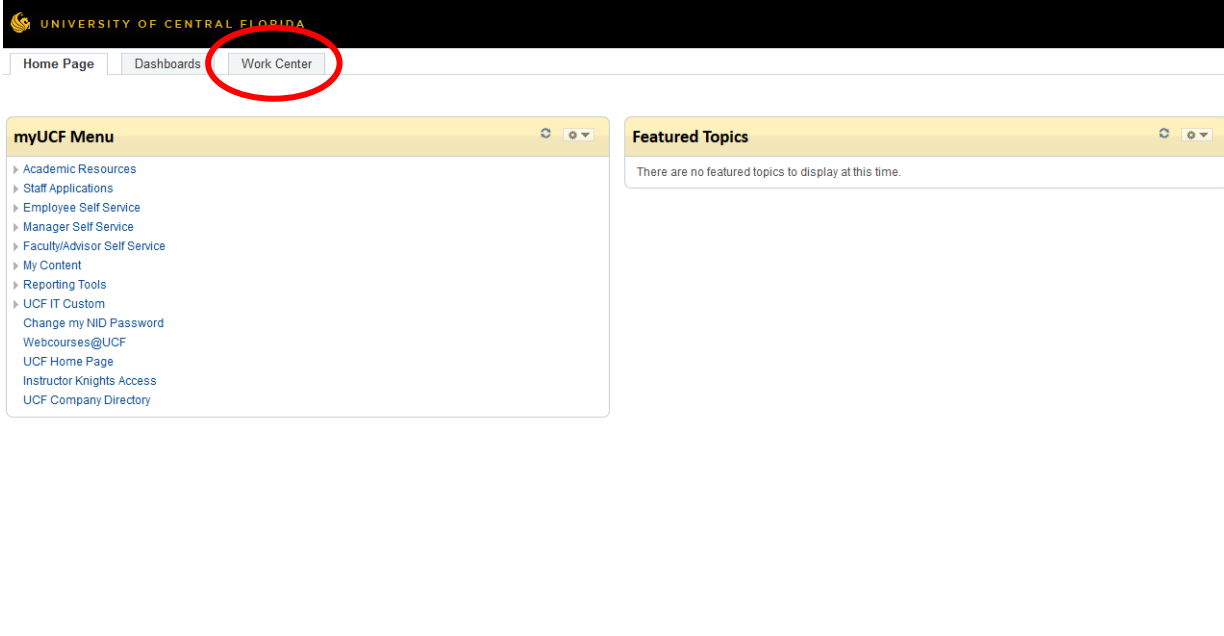
**University P & T Committee Training Manual
Electronic Promotion and Tenure System**

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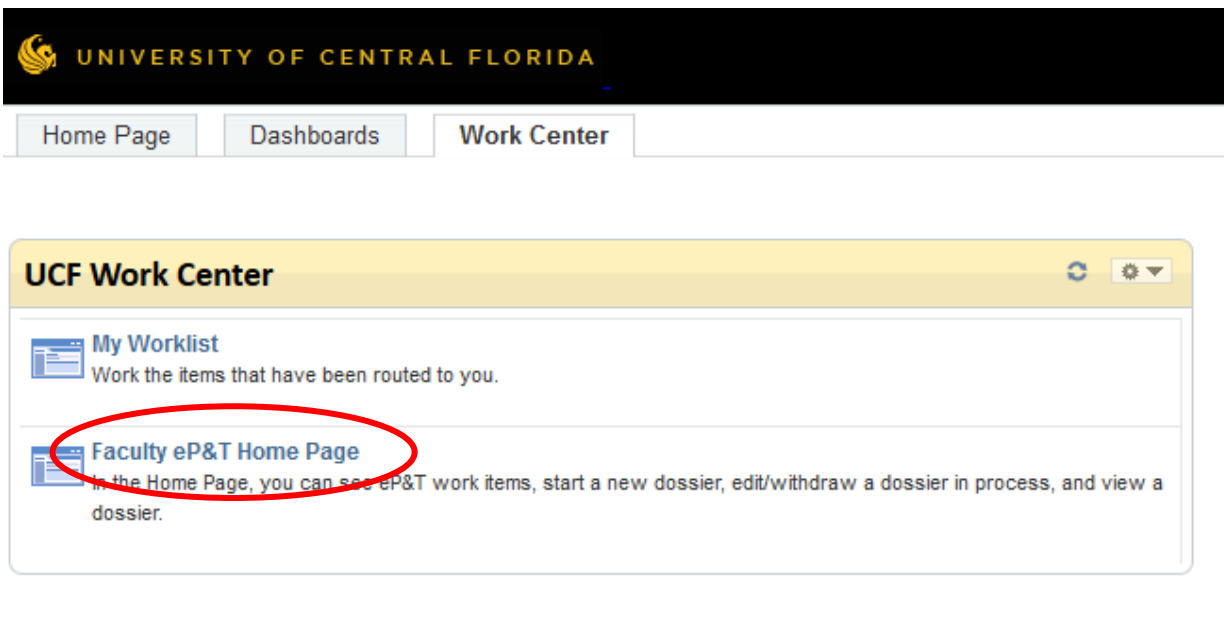
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PART I. Committee Members

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.



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 Only dossiers that have not had final approval or been withdrawn will be accessible.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

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

Case Sensitive

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

Basic Search

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

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

Use these tabs to navigate through the dossier.

Evaluate Dossier

Step 1 of 6: Candidate Information

This button takes the user to the dossier attachments.

Candidate Information

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

7. To view the attachments, first ensure that your pop-up blocker is disabled. Then, 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 10:32:55AM			
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.

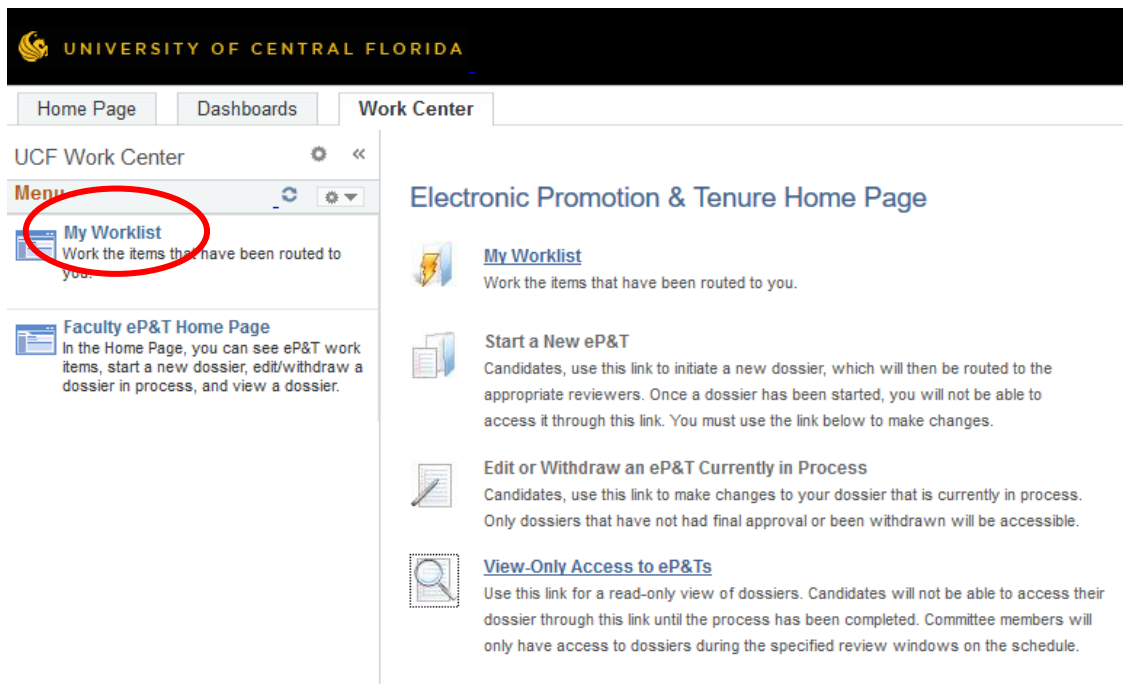
Click here to return to the list of dossiers.

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

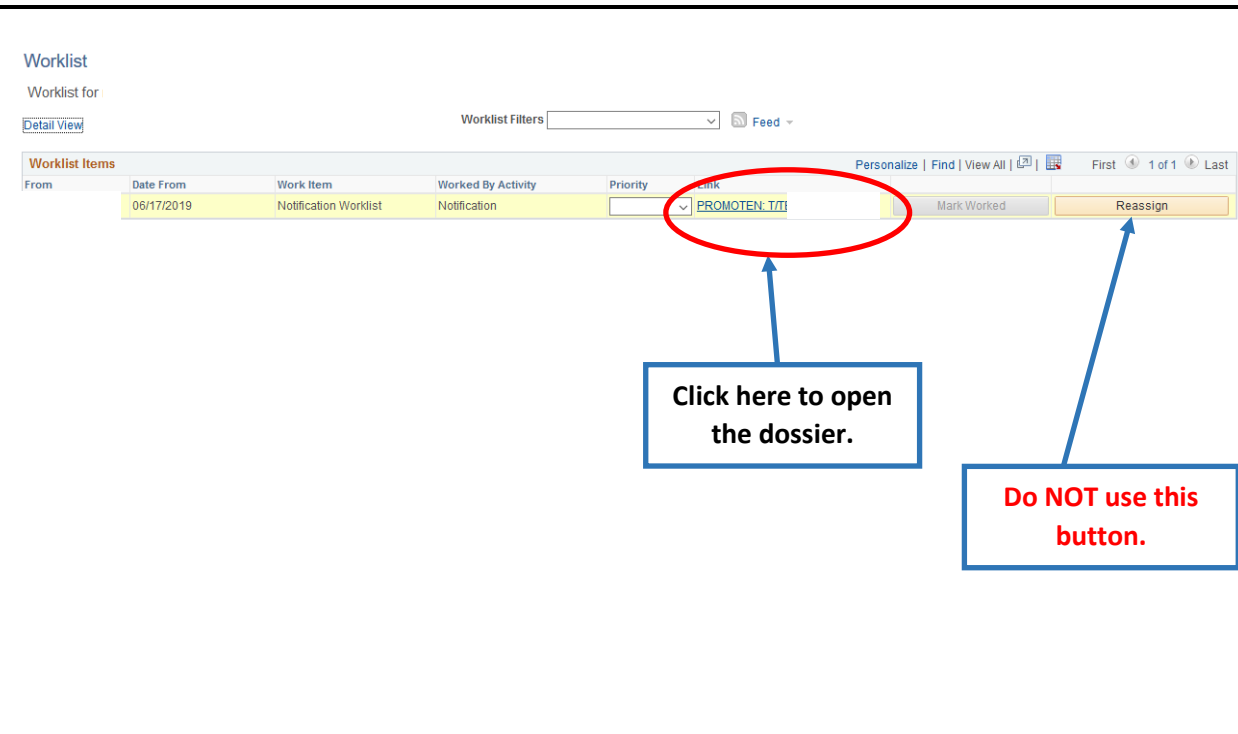
[Return to Search](#) [Previous in List](#) [Next in List](#)

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.



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

Use these tabs to navigate through the dossier.

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

Evaluate Dossier

Step 1 of 6: Candidate Information

Candidate Information

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

Go to Attachments

This button takes the user to the dossier attachments.

4. To view the attachments, first ensure that your pop-up blocker is disabled. Then, 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 10:32:25AM				
02-Curriculum Vitae	Size: 83,885 bytes	View	Delete		
785397_2_Curriculum_Vitae.pdf	Uploaded: 06/06/2019 10:32:41AM				
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 | Department Chair | College Committee | College Dean | **University Committee**

Evaluate Dossier

Step 6 of 6: University Committee Analysis of Candidate Information

Select the "University Committee" tab

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

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

Committee Votes

Promotion:

number of votes FOR promotion

number of votes AGAINST promotion

Tenure:

number of votes FOR tenure

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.

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 instructions in step 7.

6. To upload the committee's signature list, scroll down to the attachments at the bottom of the page.

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: 89,489 bytes	View	Delete	+
785397_16_College_Dean_Evaluation_Document.pdf	Uploaded: 06/18/2019 1:21:29PM			

[Print Committee Signature Template](#)

Link to print committee signature template

1. Click the "+" sign to add a row(s) to upload required document(s).

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: 89,489 bytes	View	Delete	+
785397_16_College_Dean_Evaluation_Document.pdf	Uploaded: 06/18/2019 1:21:29PM			
25a-University P&T Committee Signature List*	Size: 0 bytes	Attach	Delete	+
	Uploaded:			

2. After adding a row, click the dropdown arrow and select "University P&T Committee Signature List."

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.

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
785397_16_College_Dean_Evaluation_Document.pdf	Uploaded: 06/18/2019 1:21:29PM			
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf	Uploaded: 06/19/2019 3:21:13PM			

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.

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
785397_16_College_Dean_Evaluation_Document.pdf Uploaded: 06/18/2019 1:21:29PM				
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf Uploaded: 06/19/2019 3:28:41PM				

1. Click the "+" sign to add a row(s) to upload required document(s).

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
785397_16_College_Dean_Evaluation_Document.pdf Uploaded: 06/18/2019 1:21:29PM				
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf Uploaded: 06/19/2019 3:28:41PM				
25b-University P&T Committee Evaluation Document	Size: 0 bytes	Attach	Delete	+
Uploaded:				

2. After adding a row, click the dropdown arrow and select "University 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.

23-College Dean Evaluation Document	Size: 89,489 bytes	View	Delete	+
785397_16_College_Dean_Evaluation_Document.pdf Uploaded: 06/18/2019 1:21:29PM				
25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf Uploaded: 06/19/2019 3:28:41PM				
25b-University P&T Committee Evaluation Document	Size: 83,885 bytes	View	Delete	+
785397_18_University_Committee_Evaluation_Document.pdf Uploaded: 06/19/2019 3:31:56PM				

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.

25a-University P&T Committee Signature List	Size: 83,991 bytes	View	Delete	+
785397_17_University_P_T_Committee_Signature_List.pdf				
Uploaded: 06/19/2019 3:28:41PM				
25b-University P&T Committee Evaluation Document	Size: 83,885 bytes	View	Delete	+
785397_18_University_Committee_Evaluation_Document.pdf				
Uploaded: 06/19/2019 3:31:56PM				

[Print Committee Signature Template](#)

Candidate:

<< Previous Reviewed Hold/Save

Click here to obtain the Committee signature list template.

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