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

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PART I.  Committee Members

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 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.

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

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.

This button takes the user to the dossier attachments.
To view the attachments, first ensure that your pop-up blocker is disabled. Then, 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.
### 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.  

   ![Screenshot of the Electronic Promotion & Tenure Home Page](image)

   - Click here to open the dossier.
   - Do NOT use this button.
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

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.

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).

Select the “University Committee” tab

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

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.

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 “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.

4. When the file name appears, the file has successfully uploaded.

Link to print committee signature template

Print Committee Signature Template
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.

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 “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.

4. When the file name appears, the file has successfully uploaded.
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.

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.