Department Chair/Unit Head Training Manual
Electronic Promotion and Tenure System

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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.

“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 1-3 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

   ![Department Committee tab highlighted]

   Click here to review the committee's evaluation.

   ![Committee Votes section highlighted]

   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

   ![View button highlighted]

   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.
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

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<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Teaching Activities Summary and Evidence</td>
<td>26.620 bytes</td>
<td>View</td>
<td>Delete</td>
</tr>
<tr>
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<td>Delete</td>
</tr>
</tbody>
</table>
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“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 1-3 in Part I above

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

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

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

   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.

   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.

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

“Reviewed” forwards the dossier to the candidate.

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

“Recycle...” returns the dossier to the candidate.
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 the 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 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. NOTE: Depending on your level of review, you may not see all tabs shown here.

This button takes the user to the dossier attachments.
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 in the search results list.

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.