



**Committee Training Manual
Electronic Awards System – SoTL**

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Accessing & Viewing the Application

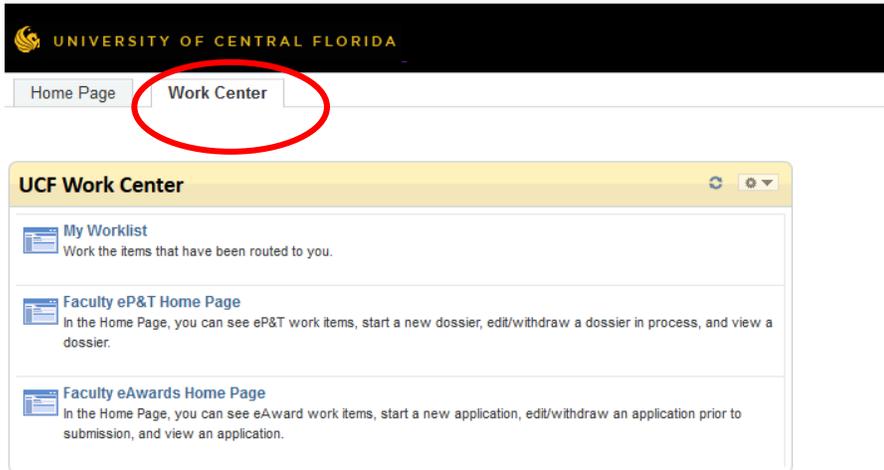
Entering the Recommendation

Completing the Evaluation

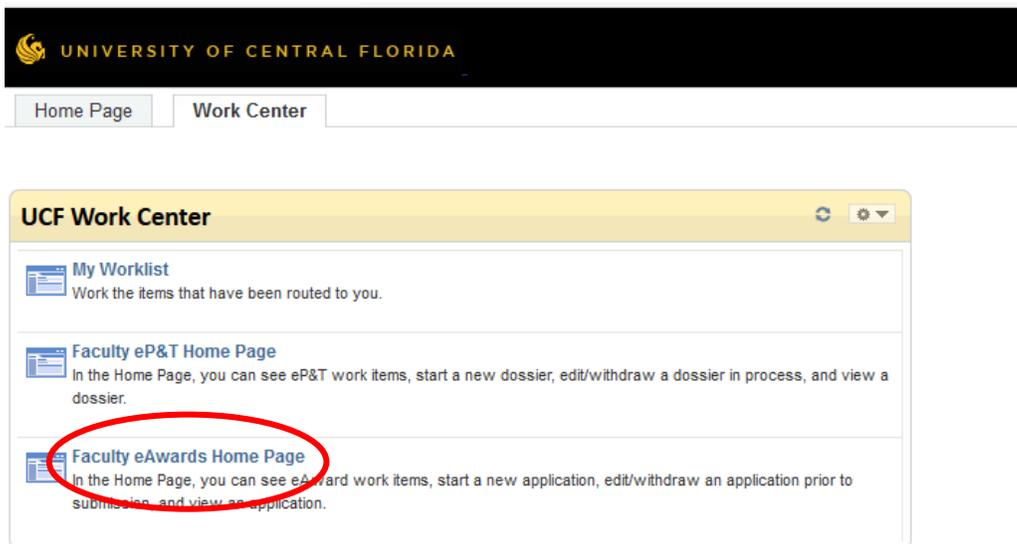
Uploading the Signature List

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. Select **Faculty eAwards Home Page**



3. Select **View-Only Access to eAwards**

UNIVERSITY OF CENTRAL FLORIDA

Home Page 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.
- Faculty eAwards Home Page
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Electronic Faculty Awards Home Page

My Worklist
Work the items that have been routed to you.

View-Only Access to eAwards
Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

4. Click **Search** to bring up all applications in your college

View an eAward

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

Award Type begins with

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 applications.

5. Click anywhere on an individual's line to open the application

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

Search Results

View All First 1 of 1 Last

eForm ID	Year	Award Type	College	Department	Last Name	First Name	Empl ID	Workflow Form Status
	2019	SOTL	College of Arts & Humanities	English				Pending

Click anywhere on an individual's line to open the application.

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

Use the "Applicant Info" and "Committee" tabs to navigate through the application.

Click here to view application attachments.

Applicant Info Committee Reviewer Approver

Scholarship of Teaching and Learning (SOTL) Award Application

Step 1 of 5: Applicant Information

Go to Attachments

Applicant Information

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

Current Rank: Tenure Status:

College: College of Arts & Humanities Department: English

Application Duration: Fall 2015 - Spring 2019

7. Scroll down to **SoTL Information** to review the information in each of the application sections

SOTL Information

[Link to SoTL Requirements](#)

NOTE: * - Denotes a Required Field & Supporting Documentation

- * **Statement of SoTL (250 words maximum)**
test
- * **Summary of SoTL Accomplishments (100 words maximum)**
test
- * **Impact of SoTL Research (500 words maximum)**
test

Review the three application text boxes.

8. To view the attachments, select the **View** button for each application file. If the attachment does not open, ensure that your pop-up blocker is set to allow pop-up windows

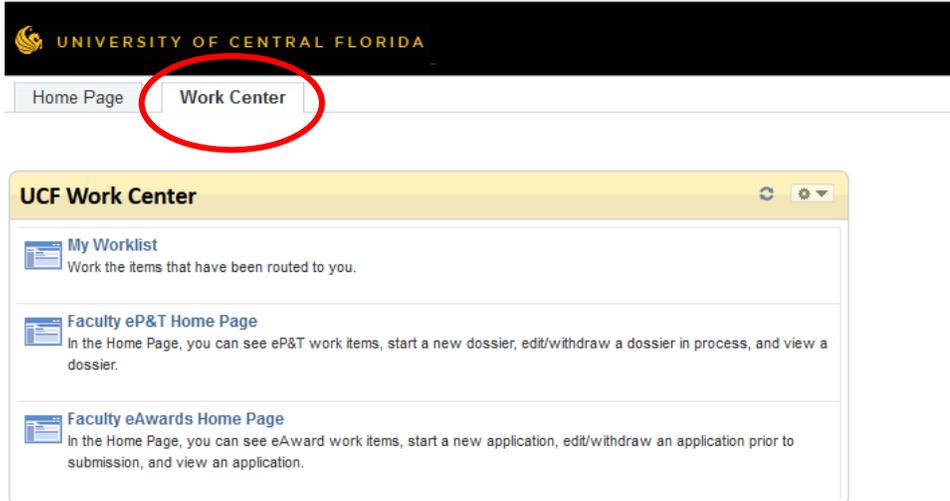
Supporting Materials Section

File Name	Size	Uploaded	View	Delete
01-Curriculum Vitae 851459_1_Curriculum_Vitae.pdf	35,462 bytes	02/06/2020 4:47:29PM	View	Delete
02-Appendices 851459_2_Appendices.pdf	35,461 bytes	02/06/2020 4:50:34PM	View	Delete

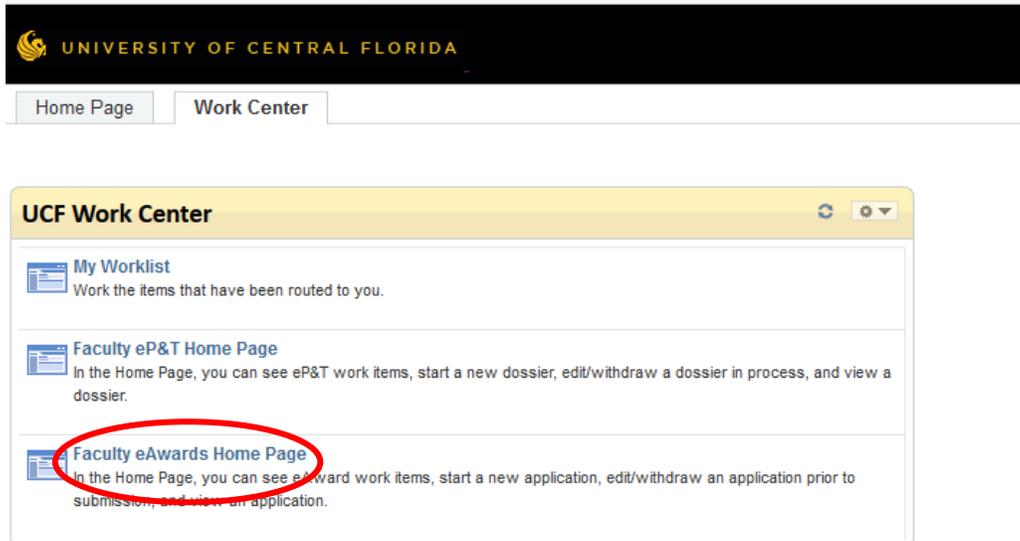
Click the "View" buttons to review the application files.

PART II
Committee Chairs Only

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. Select **Faculty eAwards Home Page**



3. Select My Worklist

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Home Page | 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.
- Faculty eAwards Home Page**
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Electronic Faculty Awards Home Page

- My Worklist**
Work the items that have been routed to you.
- View-Only Access to eAwards**
Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

4. A screen similar to the following will display with a list of all applications to be reviewed. Click on the link to open the application

From	Date From	Work Item	Worked By Activity	Priority	Action
	02/07/2020	Notification Worklist	Notification		Sign

Personalize | Find | View All | First 1 of 1 Last

Click here to open the application.

Do NOT use this button.

5. Use the tabs at the top of the page to navigate through the application

Use the "Applicant Info" and "Committee" tabs to navigate through the application.

Applicant Info | Committee

Scholarship of Teaching and Learning (SOTL) Award Application

Step 1 of 2: Applicant Information

Go to Attachments

Applicant Information

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

Current Rank: Tenure Status:

College: College of Arts & Humanities Department: English

Application Duration: Fall 2015 - Spring 2019

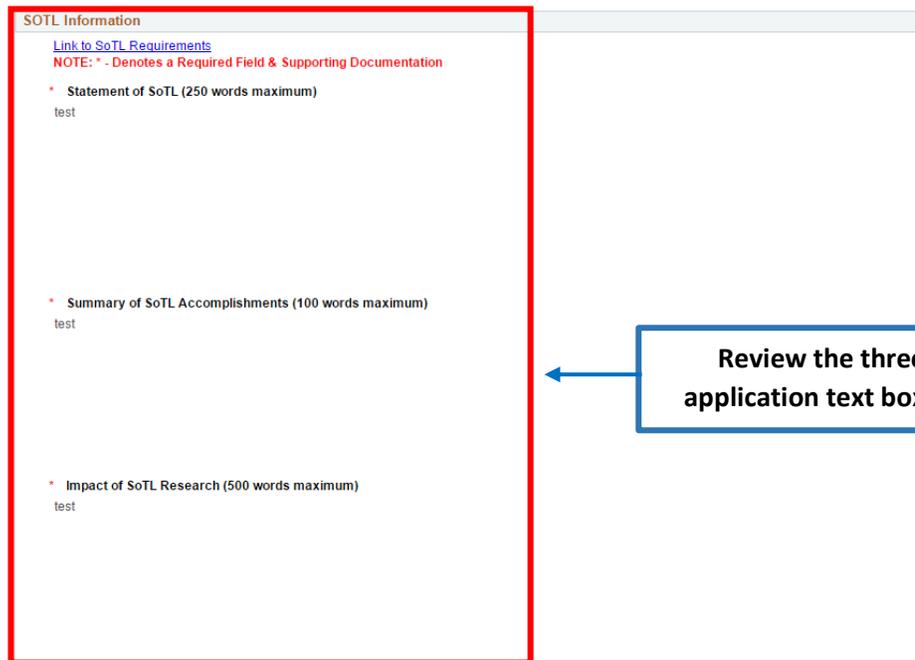
6. Scroll down to the **SoTL Information** to review the information in each of the application sections

SOTL Information

[Link to SoTL Requirements](#)

NOTE: * - Denotes a Required Field & Supporting Documentation

- * Statement of SoTL (250 words maximum)
test
- * Summary of SoTL Accomplishments (100 words maximum)
test
- * Impact of SoTL Research (500 words maximum)
test

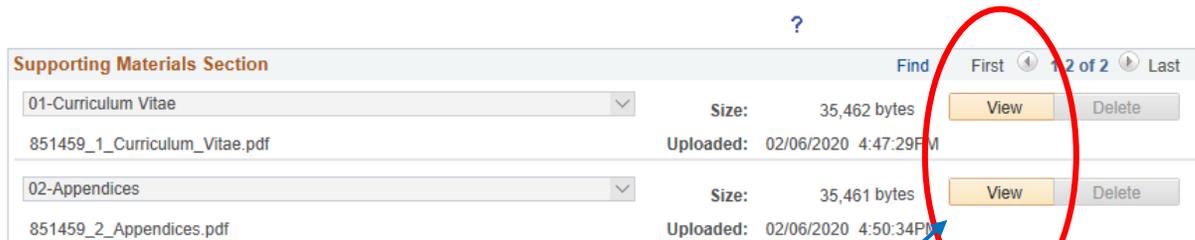


Review the three application text boxes.

7. To view the attachments, select the **View** button for each application file. If the attachment does not open, ensure that your pop-up blocker is set to allow pop-up windows

Supporting Materials Section

Find	First	1 of 2	Last
01-Curriculum Vitae	Size: 35,462 bytes	View	Delete
851459_1_Curriculum_Vitae.pdf	Uploaded: 02/06/2020 4:47:29PM		
02-Appendices	Size: 35,461 bytes	View	Delete
851459_2_Appendices.pdf	Uploaded: 02/06/2020 4:50:34PM		



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

8. After the committee reviews and votes on the application, navigate to the **Committee** tab to complete the review

Select the "Committee" tab.

Applicant Info **Committee**

Scholarship of Teaching and Learning (SOTL) Award Application

Step 2 of 2: Committee Analysis of Applicant Information

Required fields are indicated with an asterisk (*).

Applicant Information

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

Current Rank: Associate Professor Tenure Status: Tenured

College: College of Arts & Humanities Department: English

Application Duration: Fall 2015 - Spring 2019

9. Select the award recommendation from the dropdown menu

Application Duration: Fall 2015 - Spring 2019

Committee Recommendation

[Link to Committee Signature Template](#)

Please make your recommendation for the applicant below.

NOTE: * - Denotes a Required Field - supporting documentation

* Award Recommendation:

* Summary of application strength

* Recommendation for future applications

Use the dropdown menu to select the recommendation.

10. Enter the summary of the application strengths in the text box. Complete the second text box if the vote is not favorable, otherwise enter **N/A**

Committee Recommendation

[Link to Committee Signature Template](#) ← **Click here to obtain the committee signature list.**

Please make your recommendation for the applicant below.
NOTE: * - Denotes a Required Field & Supporting Documentation

* Award Recommendation:

* Summary of application strengths

* Recommendation for future applications

Complete this box when the vote is not favorable. Otherwise, enter "N/A."

Enter the summary of application strengths in the text box.

11. To upload the committee signature's 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 in the Committee Recommendation section; see step 10**

Supporting Materials Section Find First 1-2 of 2 Last

01-Curriculum Vitae	Size: 35,462 bytes	View	Delete	+
851459_1_Curriculum_Vitae.pdf	Uploaded: 02/06/2020 4:47:29PM			
02-Appendices	Size: 35,461 bytes	View	Delete	+
851459_2_Appendices.pdf	Uploaded: 02/06/2020 4:50:34PM			

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

Supporting Materials Section Find First 1-3 of 3 Last

01-Curriculum Vitae	Size: 35,462 bytes	View	Delete	+
851459_1_Curriculum_Vitae.pdf Uploaded:02/06/2020 4:47:29PM				
02-Appendices	Size: 35,461 bytes	View	Delete	+
851459_2_Appendices.pdf Uploaded:02/06/2020 4:50:34PM				
<input type="text" value="03-SoTL College Committee Signature Sheet*"/>	Size: 0 bytes	Attach	Delete	+
Uploaded:				

Applicant: << Previous Reviewed Deny Hold/Save

3. After adding a row, click the dropdown arrow and select "Committee Signature Sheet." (Scroll to the top of the Committee Recommendation section for link to the signature template)

2. Click "Attach" to browse for and upload the document. Please be patient. The document may take a few moments to upload, depending on size.

02-Appendices	Size: 35,461 bytes	View	Delete	+
851459_2_Appendices.pdf Uploaded:02/06/2020 4:50:34PM				
03-SoTL College Committee Signature Sheet	Size: 35,586 bytes	View	Delete	+
851459_3_Committee_Signature_Sheet.pdf Uploaded:02/17/2020 1:15:08PM				

Applicant: Deny Hold/Save

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

12. To submit the committee's recommendation, scroll to the buttons at the bottom of the page

03-SoTL College Committee Signature Sheet	Size: 35,586 bytes	View	Delete	+
851459_3_Committee_Signature_Sheet.pdf Uploaded:02/17/2020 1:15:08PM				

Applicant: << Previous Reviewed Deny Hold/Save Recycle to Applicant

BUTTONS ARE AT THE BOTTOM OF THE PAGE

"Reviewed" forwards the application to the next step – only use if vote is favorable.

Select the "Deny" button only if the vote is not favorable.

"Hold/Save" saves the application, but does not forward it to the next step.

"Recycle to Applicant" - Not applicable for SoTL.