



Faculty Excellence

OVERVIEW

This manual provides guidance for the TIP Committee to navigate the eAwards system

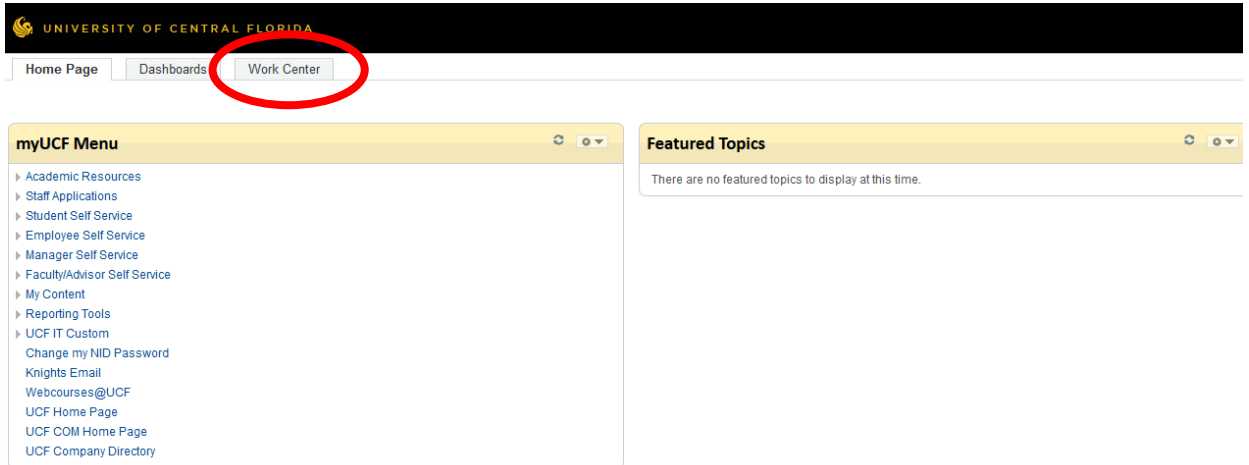
TIP Committee System Navigation Manual Academic Year 2021-22

Table of Contents

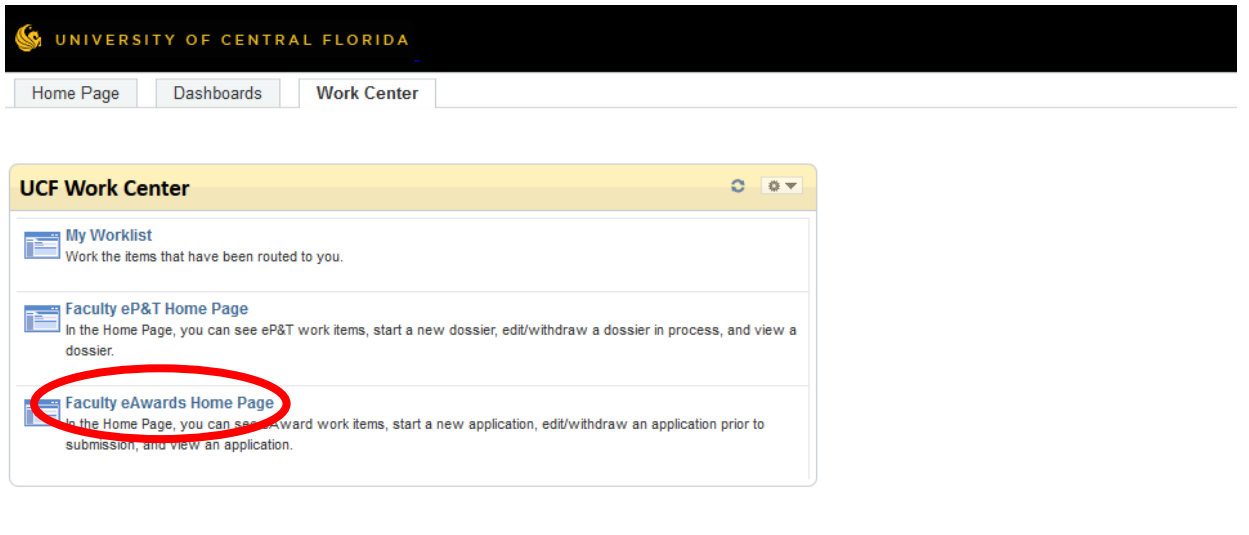
Committee Members (Excluding Chair).....	3
Committee Chairs Only	7

Committee Members (Excluding Chair)

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. Click [View-Only Access to eAwards](#).

The screenshot shows the UCF Work Center interface. At the top, there are navigation tabs for 'Home Page', 'Dashboards', and 'Work Center'. Below these, the 'UCF Work Center' header is visible. On the left, a 'Menu' section contains three items: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The main content area is titled 'Electronic Faculty Awards Home Page' and features a 'My Worklist' section with a red circle around the text 'Work the items that have been routed to you.' Below this, a link for 'View-Only Access to eAwards' is highlighted with a red circle. The text next to this link explains that it provides a read-only view of awards and that committee members will only have access during specified review windows.

4. To search for all applications in your college, leave all fields blank and click [Search](#).

View an eAward

Enter any information you have and click Search. Leave fields blank for a list of all values.

The screenshot shows the 'View an eAward' search form. At the top, there is a button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. A blue box with the text 'Click "Search" to bring up all applications.' has an arrow pointing to the 'Search' button at the bottom of the form. The search criteria include: 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), and Workflow Form Status (=). There is also a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is circled in red.

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

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

Search Results

View All First ◀ 1-2 of 2 ▶ Last

eForm ID	Year	Award Type	College	Department	Last Name	First Name	Empl ID	Workflow Form Status
	2020	TIP	College of Sciences	Anthropology				Pending
	2020	TIP	College of Sciences	Anthropology				Pending

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

- 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

Teaching Incentive Program (TIP) 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: Tenured

College: College of Sciences Department: Chemistry

Application Duration: Fall 2015 - Spring 2019

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

TIP Information

[Link to TIP Requirements](#)
NOTE: * - Denotes a Required Documentation

- * Teaching and Learning Philosophy Statement (500 words maximum)
This is a test

- * Summary of Instructional Activities (300 words maximum)
This is a test

- * Impact of Instruction including evidence of Student Learning (300 words maximum)
This is a test

Review the information in 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 Find First 1-4 of 4 Last

01-Curriculum Vitae	Size: 35,583 bytes	View	Delete
826269_1_Curriculum_Vitae.pdf	Uploaded: 11/08/2019 11:23:34 AM		
02-Annual Assignments	Size: 35,580 bytes	View	Delete
826269_2_Annual_Assignments.pdf	Uploaded: 11/08/2019 11:23:48 AM		
03-Annual Evaluations	Size: 35,582 bytes	View	Delete
826269_3_Annual_Evaluations.pdf	Uploaded: 11/08/2019 11:24:08 AM		
04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete
826269_4_Supporting_Materials_Research_Products.pdf	Uploaded: 11/08/2019 11:24:25 AM		

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

<< Previous Next >>

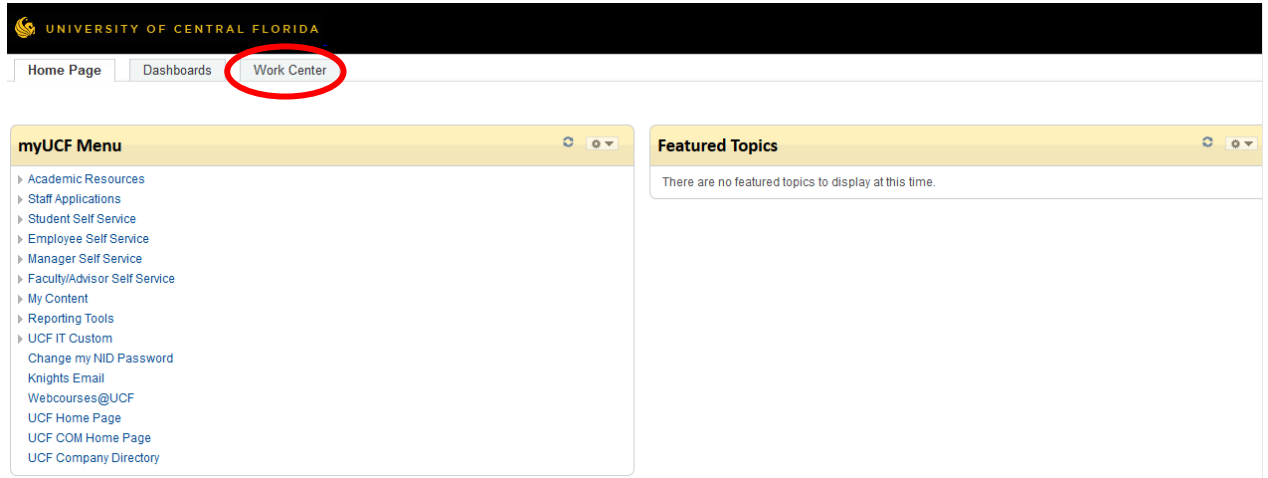
Click here to return to the Search results list of applications

Use these buttons to navigate to the previous/next application in the Search results list

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

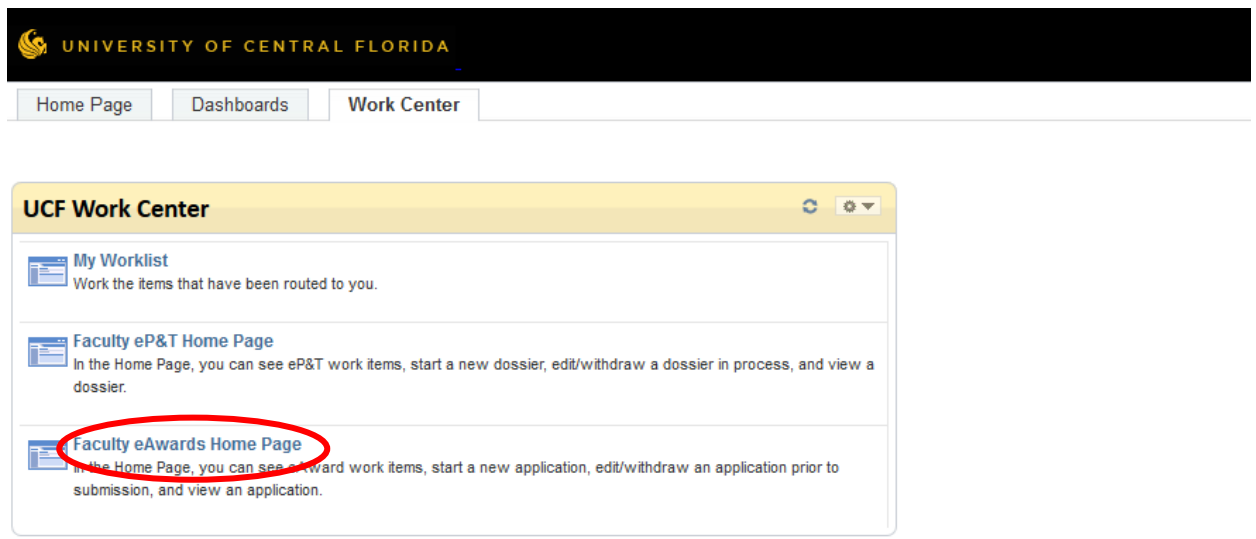
Committee Chairs Only

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.



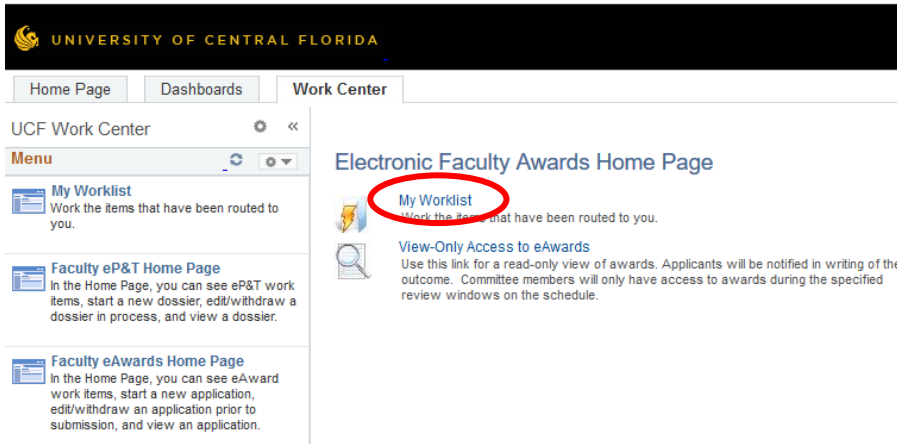
The screenshot shows the top navigation bar of the myUCF portal. The "Work Center" tab is circled in red. Below the navigation bar, the "myUCF Menu" is visible, listing various services such as Academic Resources, Staff Applications, and Faculty/Advisor Self Service. The "Featured Topics" section is empty.

2. Select **Faculty eAwards Home Page**.

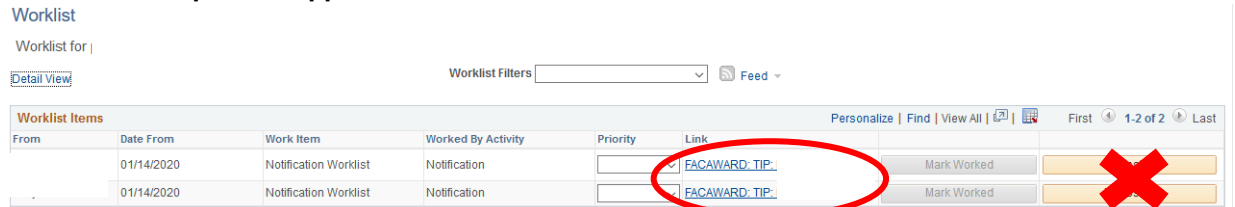


The screenshot shows the "UCF Work Center" dashboard. The "Work Center" tab is selected in the navigation bar. The dashboard contains three main sections: "My Worklist", "Faculty eP&T Home Page", and "Faculty eAwards Home Page". The "Faculty eAwards Home Page" link is circled in red.

3. Select My Worklist.



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

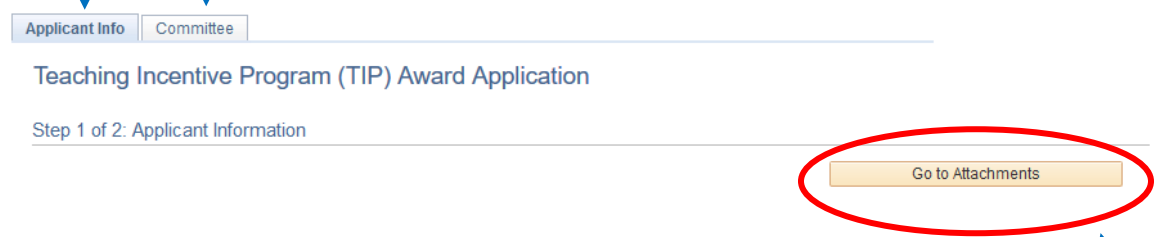


Click here to open the application.

DO NOT use these buttons.

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



Click here to view application attachments.

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

Applicant Info | Committee

Teaching Incentive Program (TIP) Award Application

Step 1 of 2: Applicant Information

[Go to Attachments](#)

Applicant Information

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

Current Rank: Professor Tenure Status: Tenured

College: College of Sciences Department: Anthropology

Application Duration: Fall 2016 - Spring 2020

TIP Information

[Link to TIP Requirements](#)

NOTE: * - Denotes a Required Field & Supporting Documentation

- * **Teaching and Learning Philosophy Statement (500 words maximum)**
This is a test
- * **Summary of Instructional Activities (300 words maximum)**
This is a test
- * **Impact of Instruction including evidence of Student Learning (300 words maximum)**
This is a test

Review the information in 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 1-5 of 5 Last

01-Curriculum Vitae	Size: 35,462 bytes	View	Delete
839933_1_Curriculum_Vitae.pdf	Uploaded: 01/14/2020 4:30:04PM		
02-Annual Assignments	Size: 35,463 bytes	View	Delete
839933_2_Annual_Assignments.pdf	Uploaded: 01/14/2020 4:30:19PM		
03-Annual Evaluations	Size: 35,461 bytes	View	Delete
839933_3_Annual_Evaluations.pdf	Uploaded: 01/14/2020 4:30:31PM		
04-Course Assignments	Size: 35,463 bytes	View	Delete
839933_4_Annual_Assignments.pdf	Uploaded: 01/14/2020 4:30:42PM		
05-Student Evaluations	Size: 35,468 bytes	View	Delete
839933_5_Student_Evaluations.pdf	Uploaded: 01/14/2020 4:30:55PM		

Select the "View" button to view each document.

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

Applicant Info | **Committee**

Teaching Incentive Program (TIP) 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: Professor		Tenure Status: Tenured	
College: College of Sciences		Department: Anthropology	
Application Duration: Fall 2016 - Spring 2020			

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 strengths

* Recommendation for future applications

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](#)

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."

Click here to obtain the committee signature list template.

Enter the summary of application strengths in the text box.

11. To upload the committee's signature list, scroll down to the attachments at the bottom of the page. **Note:** Before you begin this step, note that there is a link to the signature list template in Committee Recommendation section, see step 10.

03-Annual Evaluations	Size: 35,582 bytes	View	Delete	+
826290_3_Annual_Evaluations.pdf				
Uploaded: 11/15/2019 10:03:47AM				
04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete	+
826290_4_Supporting_Materials_Research_Products.pdf				
Uploaded: 11/15/2019 10:03:59AM				

Applicant:

<< Previous Reviewed Deny Hold/Save

Recycle to Applicant

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

03-Annual Evaluations	Size: 35,582 bytes	View	Delete	+
826290_3_Annual_Evaluations.pdf				
Uploaded: 11/15/2019 10:03:47AM				
04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete	+
826290_4_Supporting_Materials_Research_Products.pdf				
Uploaded: 11/15/2019 10:03:59AM				
Committee Signature Sheet*	Size: 0 bytes	Attach	Delete	+
Uploaded:				

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.

05-Student Evaluations	Size: 35,468 bytes	View	Delete	+
839933_5_Student_Evaluations.pdf				
Uploaded: 01/14/2020 4:30:55PM				
06-TIP College Committee Signature Sheet	Size: 35,586 bytes	View	Delete	+
839933_6_Committee_Signature_Sheet.pdf				
Uploaded: 02/04/2020 4:06:24PM				

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

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

06-TIP College Committee Signature Sheet	Size: 35,586 bytes	View	Delete	+
839933_6_Committee_Signature_Sheet.pdf				
Uploaded: 02/04/2020 4:06:24PM				

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" will recycle the application back to the applicant in case of an error that must be fixed.

Applicant:

<< Previous Reviewed Deny Hold/Save

Recycle to Applicant