



Faculty Excellence

OVERVIEW

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

SoTL Committee System Navigation Manual

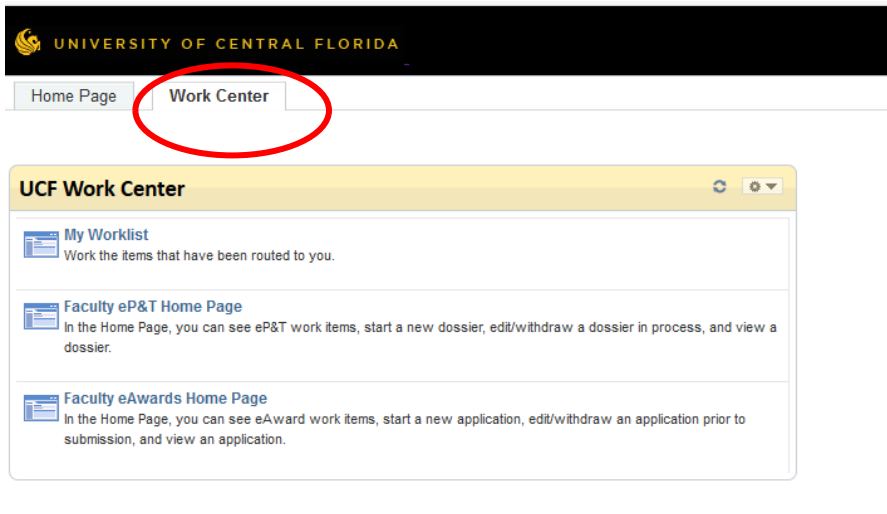
Academic Year 2021-22

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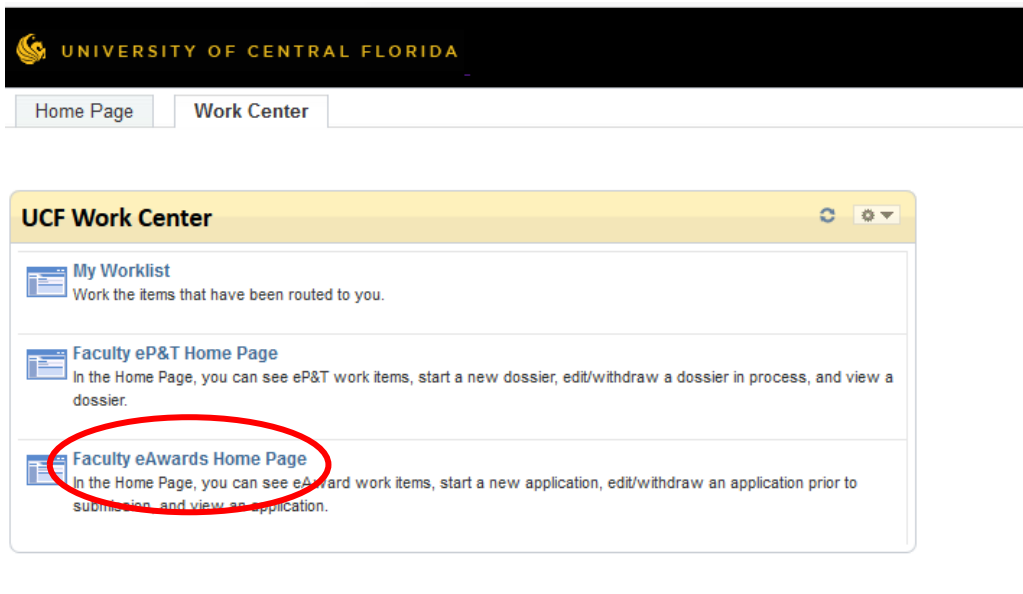
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Committee Members

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**.

The screenshot shows the UCF Work Center interface. On the left is a 'Menu' with links for 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The main content area is titled 'Electronic Faculty Awards Home Page' and contains a 'My Worklist' section. Within this section, the link 'View-Only Access to eAwards' is circled in red. Below this link is a description: '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.

The search interface includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and several search fields: eForm ID, Year, Award Type, College, Department, Last Name, First Name, and Empl ID. Each field has a 'begins with' dropdown menu. There is also a 'Workflow Form Status' field with an equals sign and a dropdown. A 'Case Sensitive' checkbox is present, and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. The 'Search' button is circled in red, and a blue callout box with the text 'Click "Search" to bring up all applications.' points to it.

- 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.

- 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

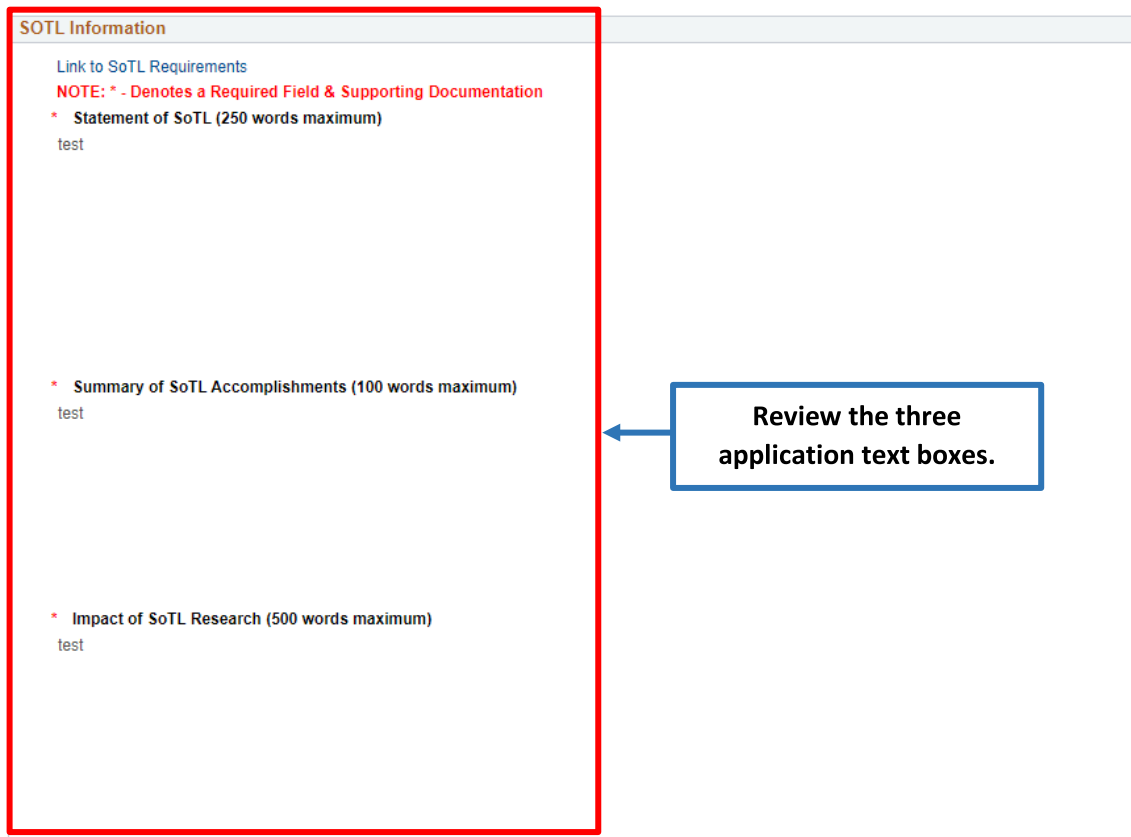
Empl ID: First Name: Last Name: eForm ID: ?

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.



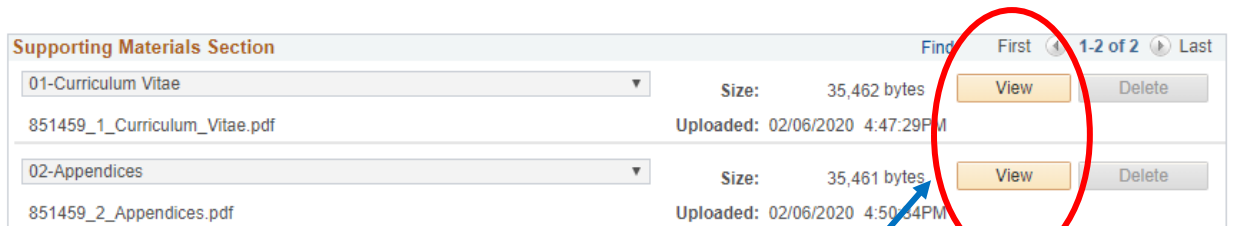
SoTL Information

[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

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.



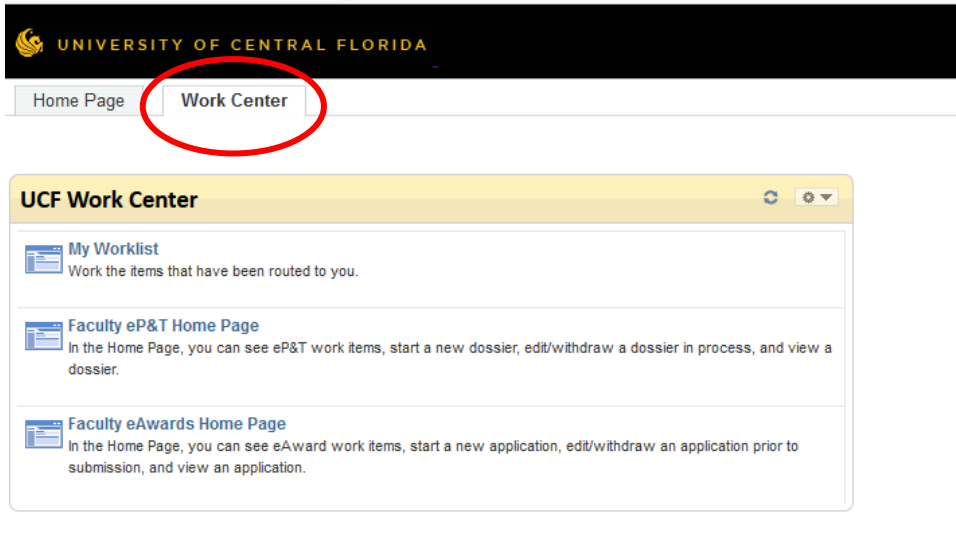
Supporting Materials Section

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

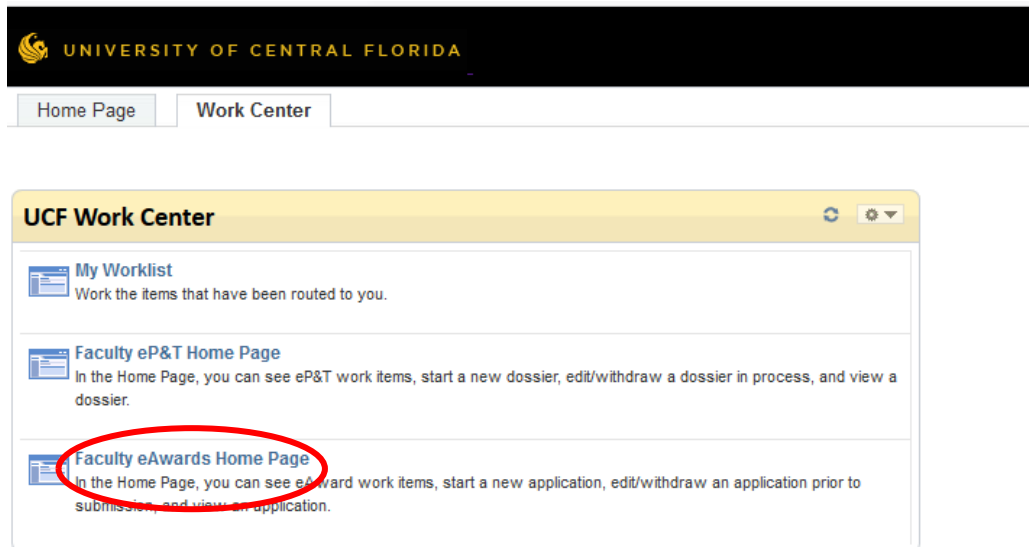
Click the "View" buttons to review the application files.

Committee Chairs Only

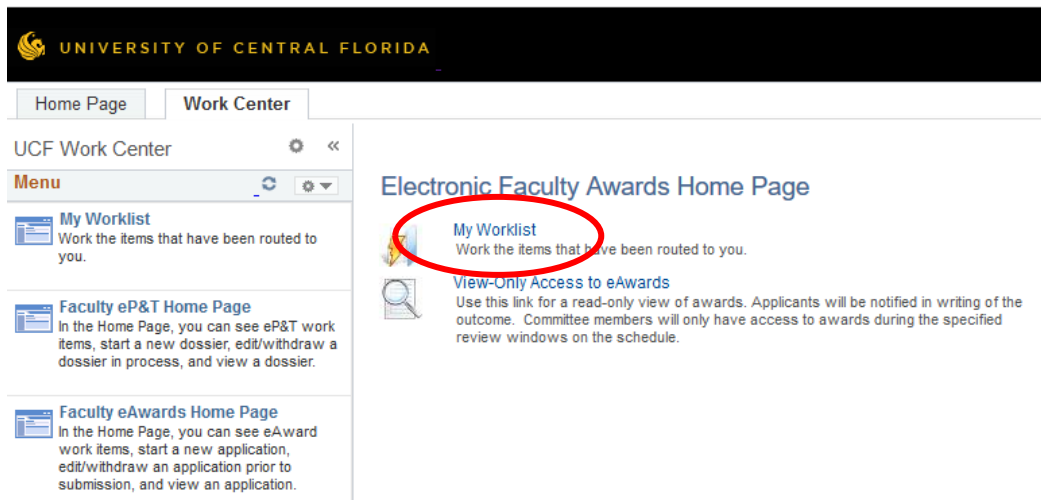
1. Sign in to the myUCF portal (my.ucf.edu) and click the **Work Center** tab. If you do not see the **Work Center** tab, contact Faculty Excellence at 407-823-1113 or facultyexcellence@ucf.edu.



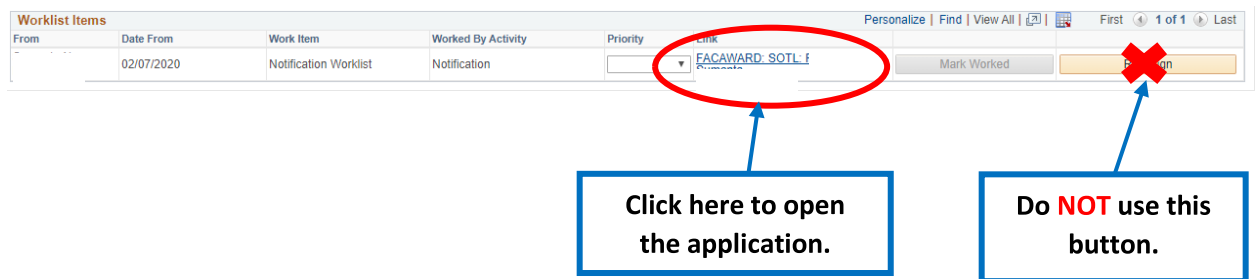
2. Select **Faculty eAwards Home Page**.



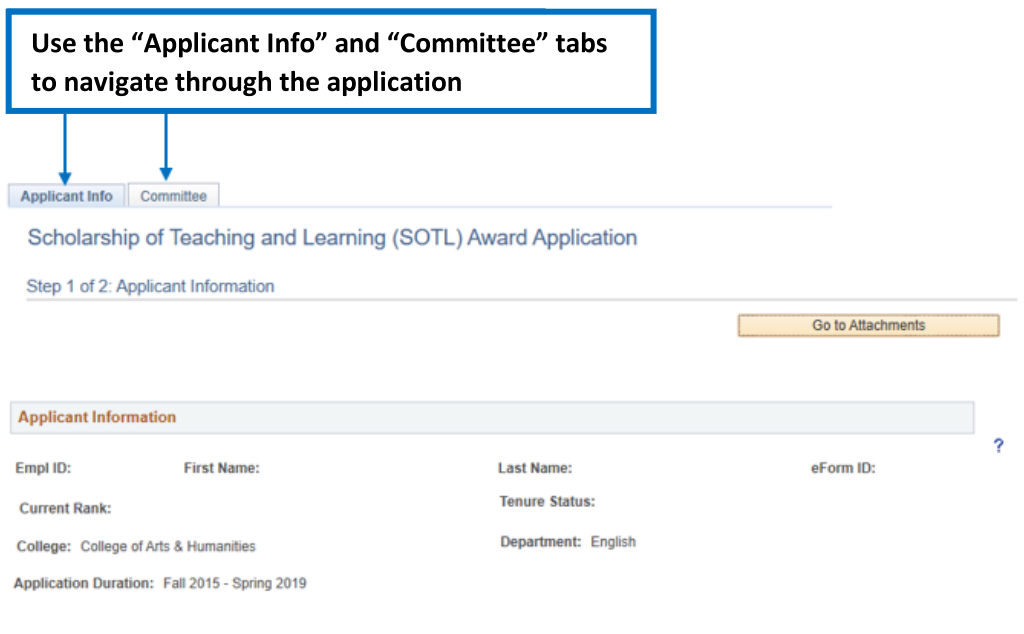
3. Select My Worklist.



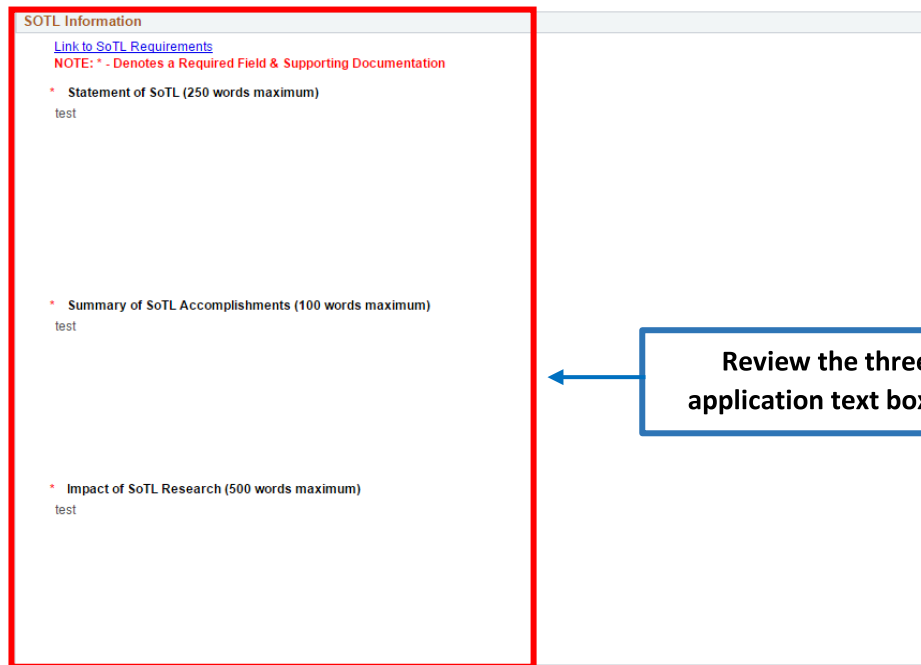
4. A screen similar to the following will display with a list of all applications to be reviewed. Click on the link to open the application.



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



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



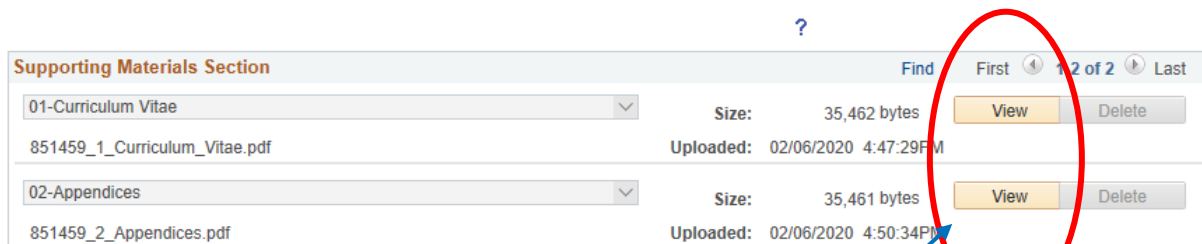
SOTL Information

[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

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.



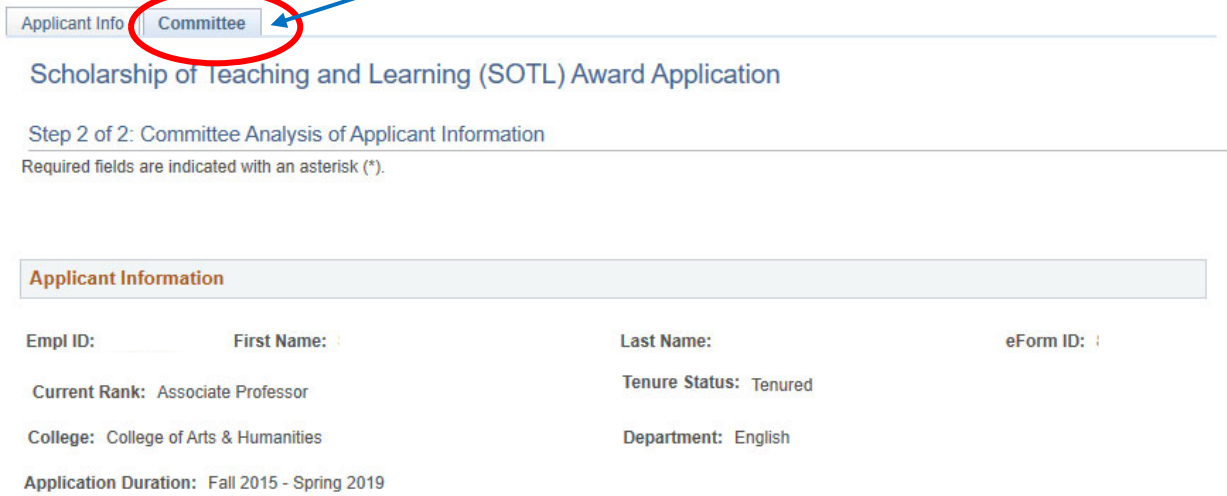
Supporting Materials Section

File Name	Size	Uploaded	Actions
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

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

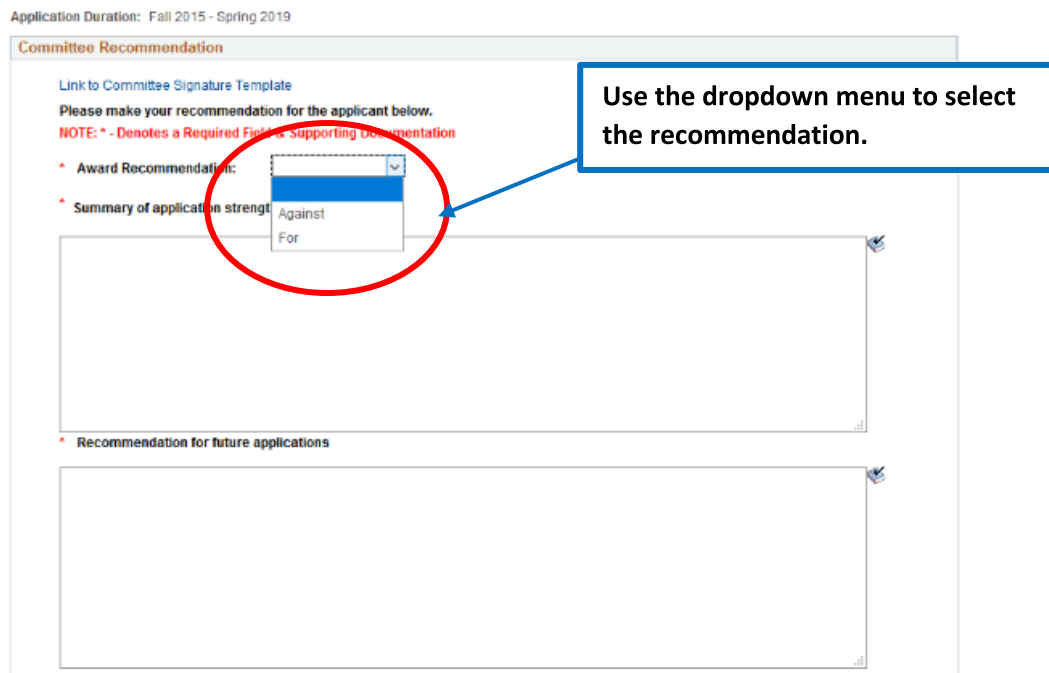
Empl ID: First Name: Last Name: eForm ID:

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 or 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."

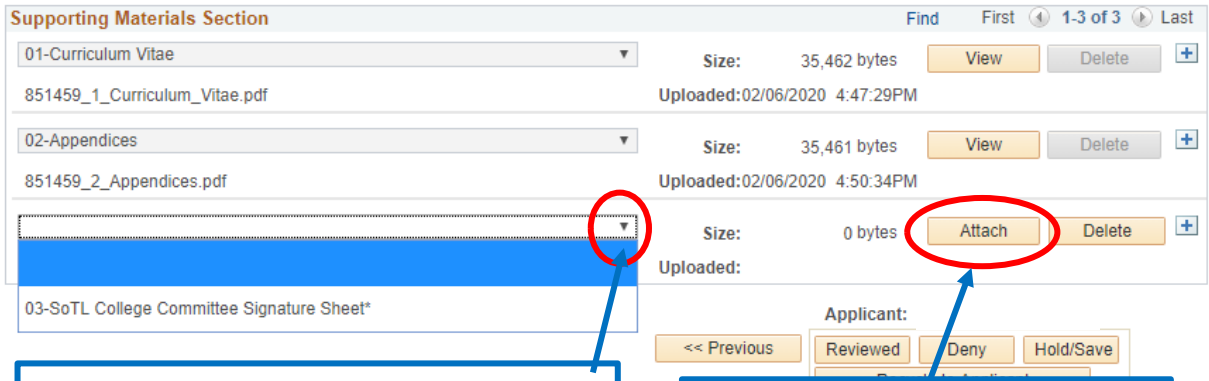
Enter the summary of application strengths in the text box.

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

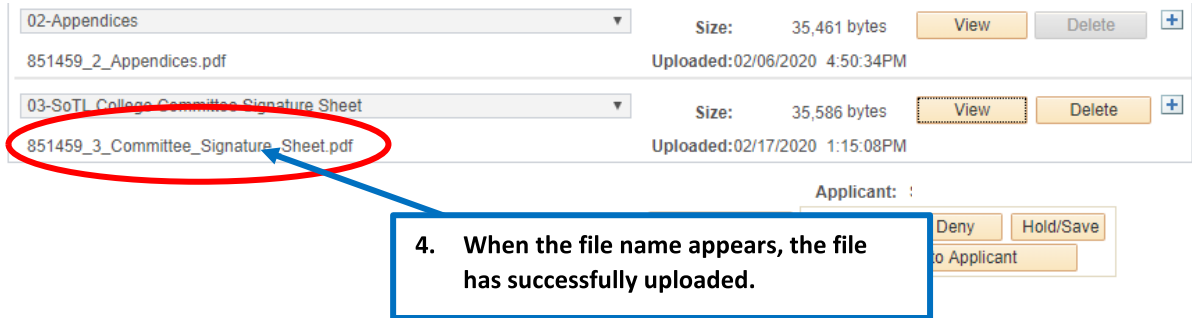
01-Curriculum Vitae	Size: 35,462 bytes	View	Delete	+
851459_1_Curriculum_Vitae.pdf	Uploaded: 02/06/2020 4:47:29PM			
02-Appendices	Size: 35,461 bytes	View	Delete	+
851459_2_Appendices.pdf	Uploaded: 02/06/2020 4:50:34PM			

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



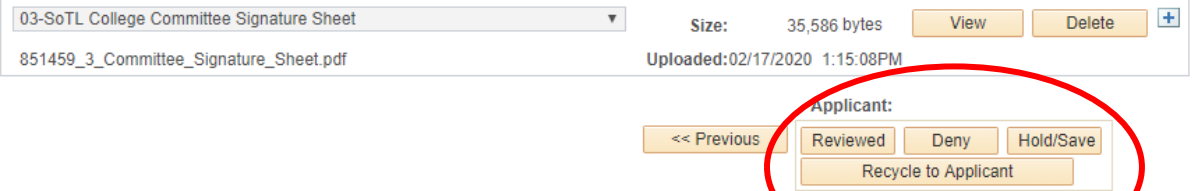
3. After adding a row, click the dropdown arrow and select "Committee Signature Sheet." (Scroll to the top of the Committee Recommendation section for link to the signature template)

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.



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.



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.