Faculty Excellence

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

SoTL Committee System
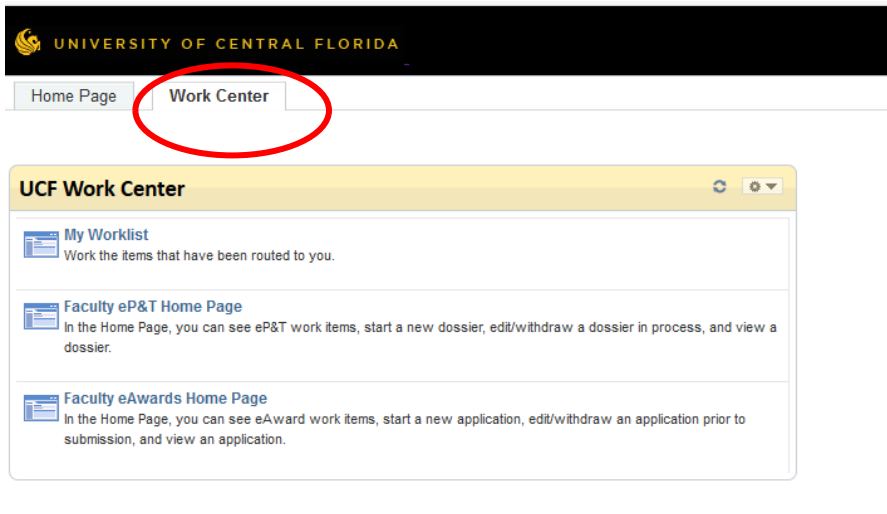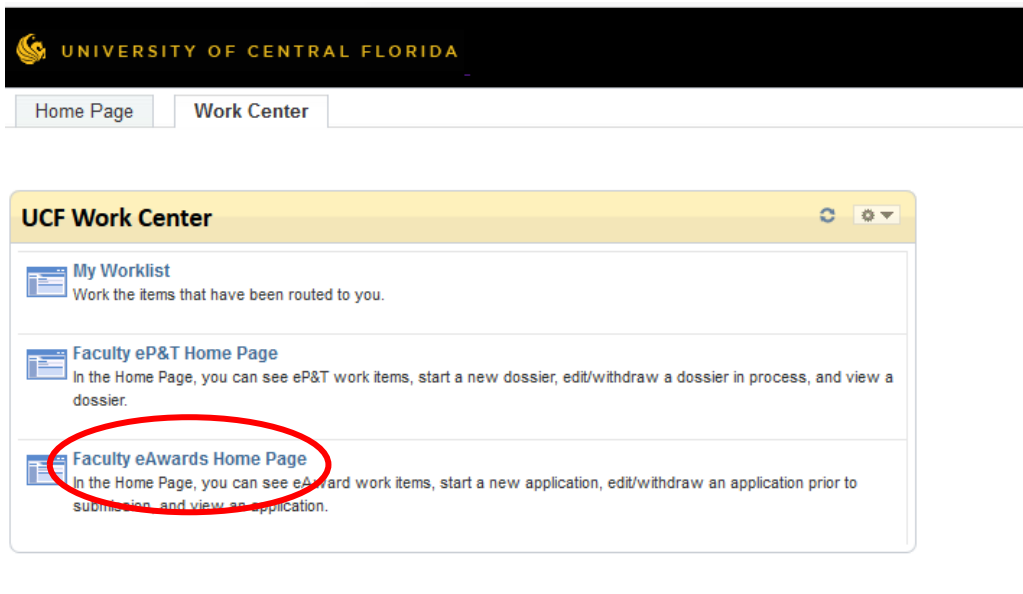# Navigation Manual

Academic Year 2021-22

Table of 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. **Select Faculty eAwards Home Page.**

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

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

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

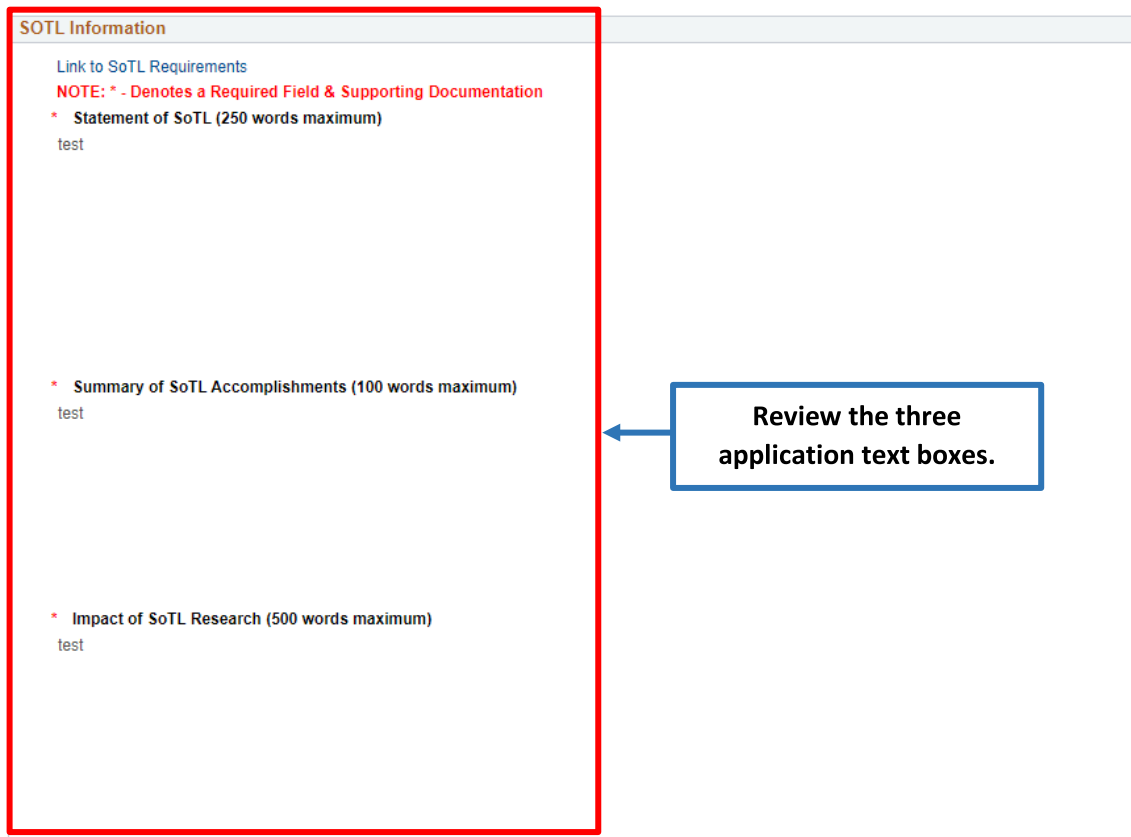Empl ID: First Name: Last Name: eForm ID:

Current Rank: Tenure Status:

College: College of Arts & Humanities   Department: English

Application Duration: Fall 2015 - Spring 2019

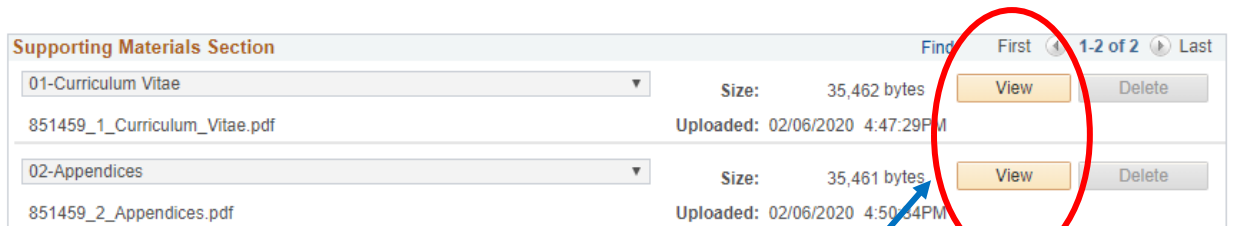7. **Scroll down to SoTL Information to review the information in each of the application sections.**

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   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 4:50:54PM			

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

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.**
   .
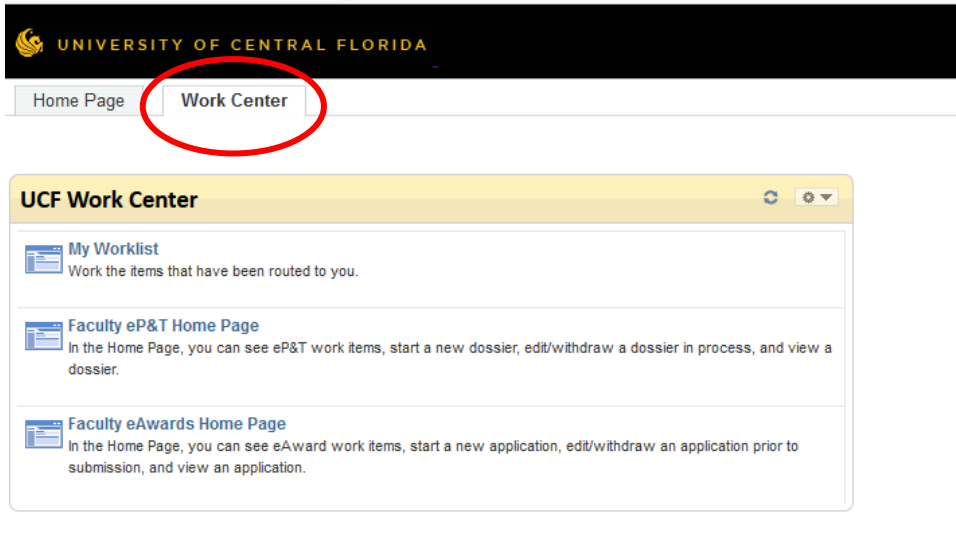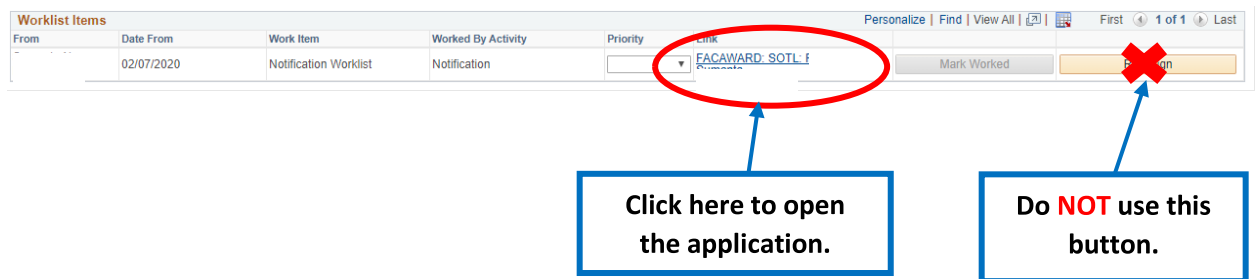

2. **Select Faculty eAwards Home Page.**
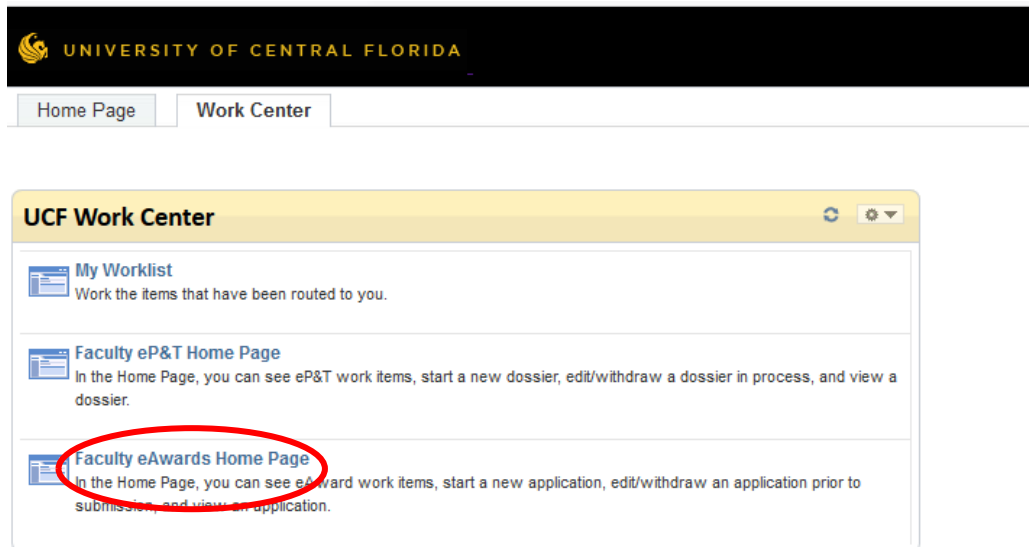
3. Select **My Worklist.**
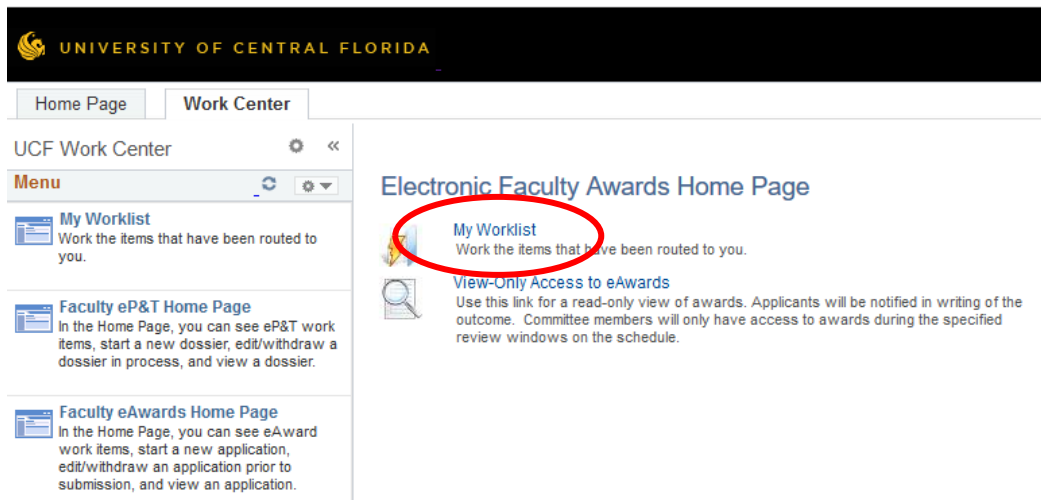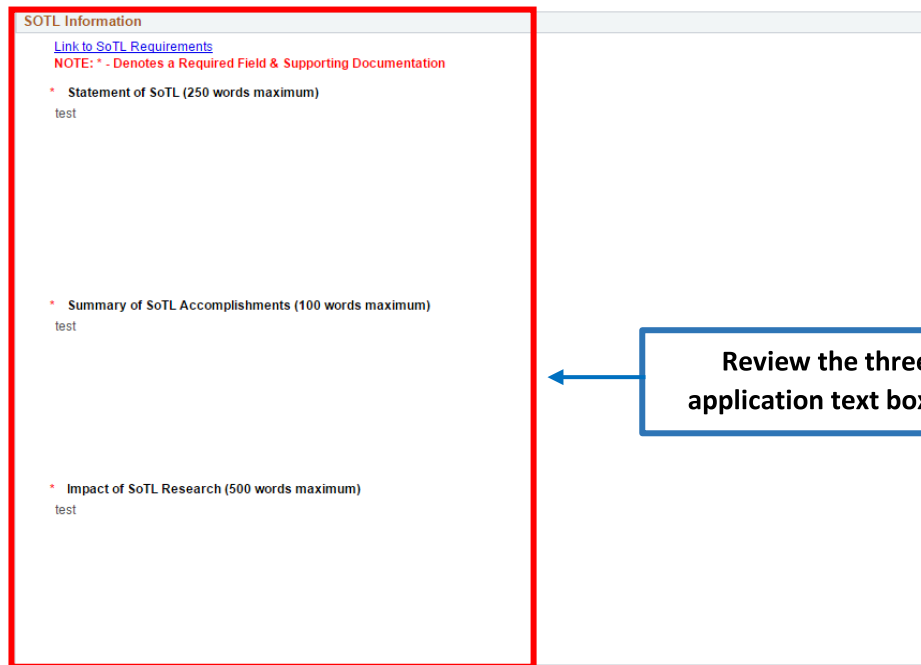

4. A screen similar to the following will display with a list of all applications to be reviewed. Click on the link to open the application.

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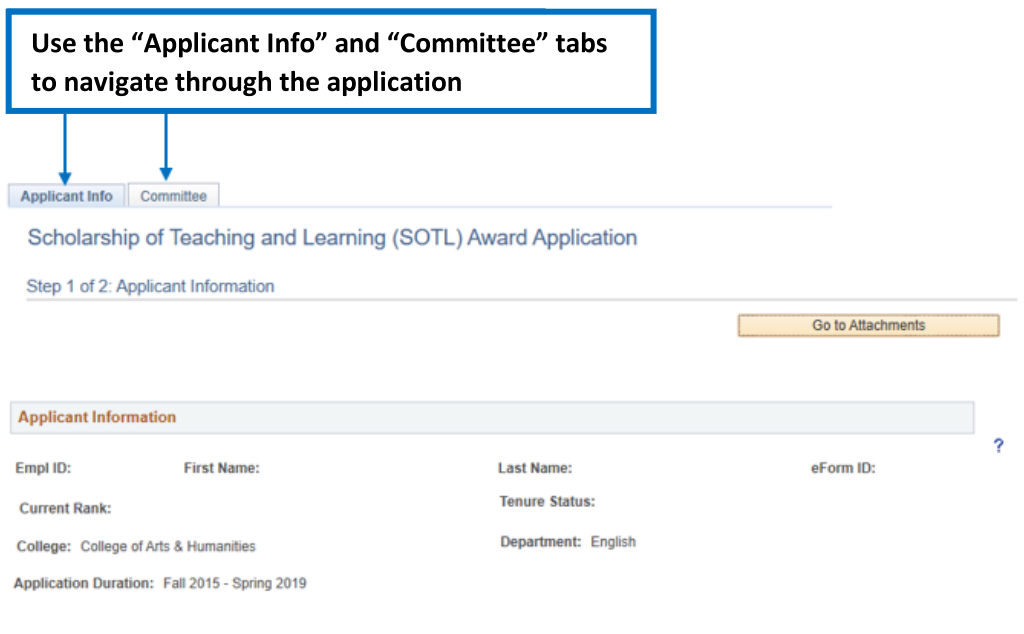
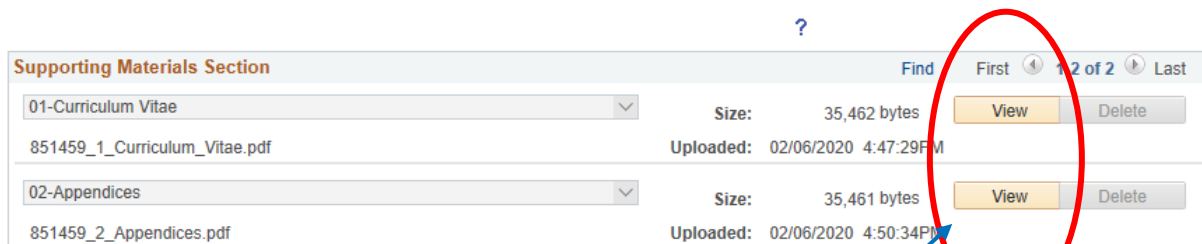6. **Scroll down to the SoTL Information to review the information in each of the application sections.**

SOTL Information

Link to SoTL Requirements
NOTE: * - Denotes a Required Field & Supporting Documentation

* **Statement of SoTL (250 words maximum)**
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* **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.**
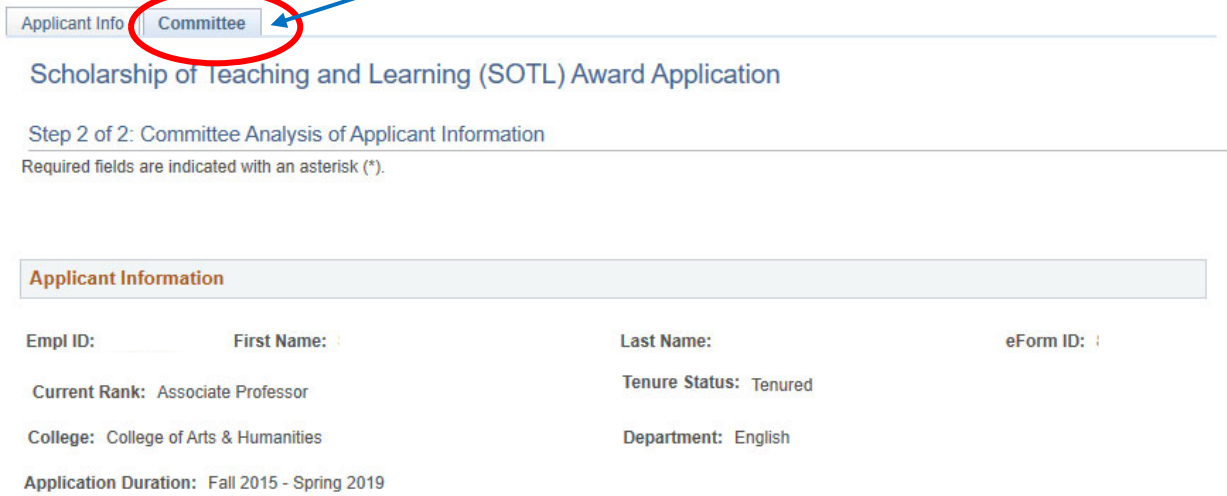
?

Supporting Materials Section   Find   First ◀ 1-2 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		

> 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
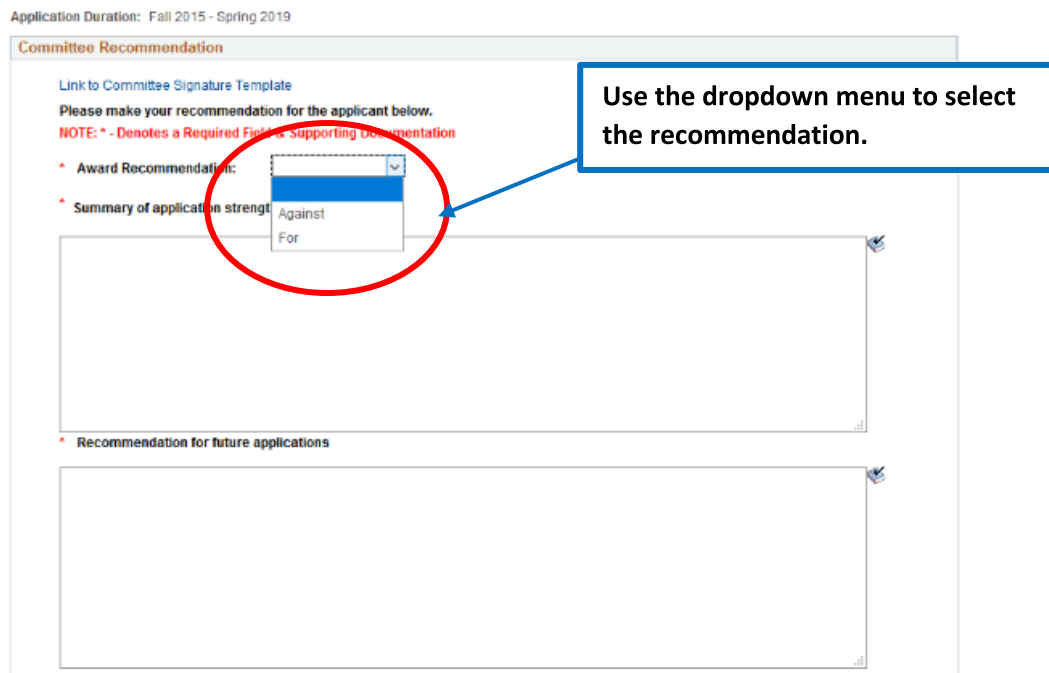Required fields are indicated with an asterisk (*).

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:

Against
For

* Summary of application strength

Use the dropdown menu to select the recommendation.

* 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.**

Click here to obtain the committee signature list.

Enter the summary of application strengths in the text box.

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

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.**

1. Click the "+" sign to add a row to upload required document.
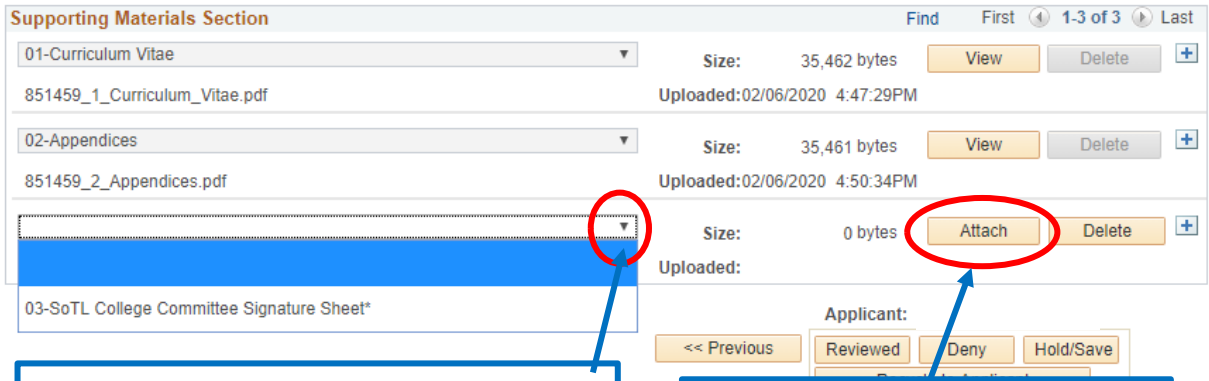
3. After adding a row, click the dropdown arrow and select "Committee Signature Sheet." (Scroll to the top of the Committee Recommendation section for link to the signature template)

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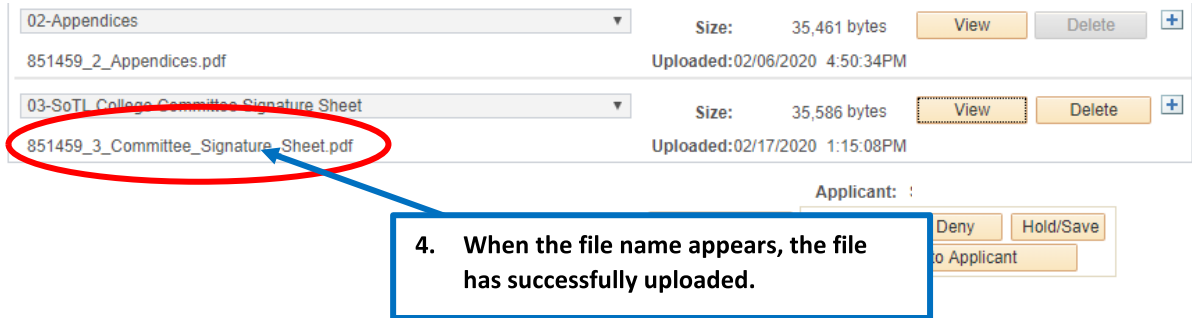
4. When the file name appears, the file has successfully uploaded.

12. To submit the committee's recommendation, scroll to the buttons at the bottom of the page.
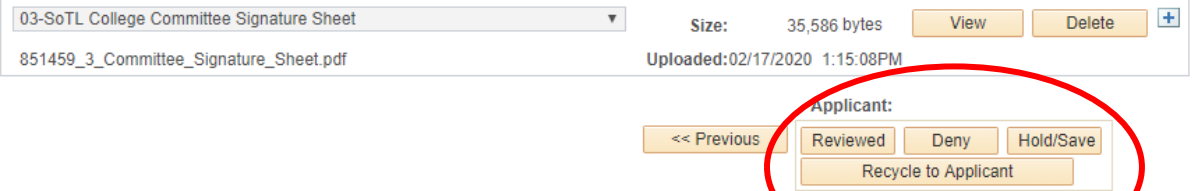
BUTTONS ARE AT THE BOTTOM OF THE PAGE

"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.