

ADDING COLLEGE OPT FACULTY REVIEWER ASSESSMENT RESULTS

Once the College OPT Faculty Reviewers have completed their assessment, they will give you the result off-line. You will then add the assessment results into the OPT system.

Note: To avoid any issues with pop-ups, please turn off the Pop-Up Blocker on the machine you are using. If you need assistance with this, please contact the UF Help Desk on 352-392-4357.

NAVIGATION

Login into myUFL and navigate to:

[Nav Bar](#) > [Main Menu](#) > [Human Resources](#) > [Workforce Development](#) > [Faculty Events](#) > [Online Promotion and Tenure](#)

Click the [OPT College Admin](#) link.

SEARCHING FOR CANDIDATE

1. On the OPT College Admin screen, enter the appropriate search criteria to bring up the desired Candidate.
2. Click the [Search](#) button.
3. Select the desired Candidate row.

Search Results										
View All								First	1 of 1	Last
Set ID	Case Number	Empl ID	Promotion and Tenure Year	Department ID	Name	Last Name	OPT Review Status	Status		
UFLOP	120120	03972700	2012-2013	13030000	Poole, Gene	Poole	College Admin	Coll. Admin Review		

NOTE: If only one candidate meets the search criteria, his or her packet will automatically open.

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Each review committee assessment will be labeled as either “Meets criteria”, “Does not meet criteria”, “Abstain” or “Absent”.

4. Tally the number of “Meets Criteria” assessments and place that number in the [Meets Criteria](#) field in the appropriate area of the College Promotion & Tenure Committee Individual Assessments section on the Promotion & Tenure Cover Sheet tab.
5. Total all the “Does not meet criteria” and “Abstain” assessments and place those in the associated fields of the same section.
6. For any missing assessments, place in the [Absent](#) field of the same section.

College Promotion & Tenure Committee Individual Assessments Find | View All First 1 of 1 Last

Effective Date Effective Sequence + -

Tenure/Permanent Status:

Meets criteria Does not meet criteria Abstain Absent

Promotion:

Meets criteria Does not meet criteria Abstain Absent

7. When you feel the assessment results are accurate, click the **College Committee Assessment Complete** button.
NOTE: An error message will appear is the assessments have not been entered correctly.

College Promotion & Tenure Committee Individual Assessments Find | View All First 1 of 1 Last

Effective Date Effective Sequence + -

Tenure/Permanent Status:

Meets criteria Does not meet criteria Abstain Absent

Promotion:

Meets criteria Does not meet criteria Abstain Absent

College Review Complete Date College Committee Assessment Complete

8. Click the **OK** button.
9. Click the **OK** button.
10. Click the **Save** button.

The Packet will automatically move to the next level and the Chair/Director (or Designee) will add his/her evaluation letter.