

ADDING COLLEGE OPT FACULTY REVIEWER ASSESSMENT RESULTS

Any time after the OPT review cycle opens you may identify the College OPT Faculty Reviewers that will assessment the Candidate and the College Dean/Director and Designee (optional)

The Dean/Director Designee is one who may perform most of the duties of the Dean/Director in his/her absence or when s/he is unable.

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 **Identify Dean/Review Committee** link.

SEARCHING FOR COLLEGE

1. On the Identify Dean/Review Committee screen, enter the appropriate search criteria to bring up the desired Candidate.

NOTE: If adding criteria to the **Department** field, be sure to use the **College ID** and not the Candidate's Department ID.

2. Click the **Search** button.

NOTE: If the specified College has already been added to the OPT system the results of your search will appear in the search results at the bottom of the screen. You would then click the appropriate 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		
UFLQR	120120	03972700	2012-2013	13030000	Poole, Gene	Poole	College Admin	Coll. Admin Review		

However, if the College has NOT yet been added to the OPT system, the search results will indicate **“No matching values were found”** indicating that you need to add the College to the OPT system.

ADDING COLLEGE TO THE OPT SYSTEM

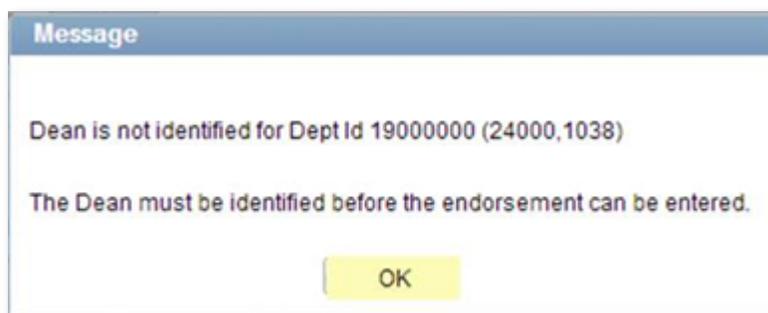
3. Click the **Add a New Value** button.
4. Enter **UFLOR** for the **Set ID** and the appropriate **Department ID** in the **Department** field (if not already populated)
5. Click the **Add** button.



The screenshot shows a web form titled "Identify Dean/Review Committee". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons, there are two input fields. The first is labeled "Set ID:" and contains the text "UFLOR". The second is labeled "Department:" and contains the text "13000000". At the bottom of the form is a yellow "Add" button.

ADDING COLLEGE DEAN/DIRECTOR (AND DESIGNEE)

6. On the **College Review Committee** screen, enter the appropriate Empl ID for the College Dean/Director in the Dean/Director field.
NOTE: College Dean/Director must be identified. If not identified, the following pop up window will appear.



7. If a Designee has been identified for the Dean/Director, enter the appropriate Empl ID of the Designee in the Designee field.

College Review Committee

Department 13000000 COTA-CENTER FOR WORLD ARTS

Dean/Director 70300000 Rizer, Earl E.

Dean/Director Designee Personalize | Find | [Print] | [Calendar] First 1 of 1 Last

*Designee	Name		
1 66380000	Teed, Garren	[+]	[-]

College Review Committee Find | View All First 1 of 1 Last

*Effective Date 03/26/2015 [Calendar]

Personalize | Find | [Print] | [Calendar] First 1 of 1 Last

*Reviewer	Name		
1		[+]	[-]

ADDING COLLEGE OPT FACULTY REVIEWERS

8. In the **College Review Committee** section, enter all the Empl IDs of those who are members of the College OPT Faculty Review Committee under the **Reviewer** column.
9. Click the **Plus** button to add each additional member

College Review Committee Find | View All First 1 of 1 Last

*Effective Date 03/26/2015 [Calendar]

Personalize | Find | [Print] | [Calendar] First 1-2 of 2 Last

*Reviewer	Name		
1 72900000	Fadden, Patrick	[+]	[-]
2 90160000	David, A	[+]	[-]
3 50230000	Charles, L	[+]	[-]
4		[+]	[-]

[Save] [Add] [Update/Display] [Include History]

NOTE: Names will not display on each row until you add an additional row by clicking the **Plus** sign or by clicking the **Save** button.

10. Once all members have been added, click the **Save** button.

NOTE: You only need to identify the College OPT Faculty Review Committee once per year for all the Candidates in your College.