Adding College Reviewers and Dean/Director (and Designee)

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 or review the *Fixing Potential Issues with Downloads and Pop-Ups in Browser* instruction guide.

Navigating
1. Login to my.ufl.edu using your GatorLink ID and password.
2. Navigate through **Main Menu** > **Workforce Development** > **Faculty Events** > **Online Promotion and Tenure**
3. Click the **Identify Dean/Review Committee** link.

Searching for College
4. 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.
5. 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.

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View All</strong></td>
</tr>
<tr>
<td>Set ID</td>
</tr>
<tr>
<td>1202120</td>
</tr>
</tbody>
</table>

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

![Identify Dean/Review Committee](image)

Adding College Dean/Director (and Designee)
9. 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.

![Message](image)

10. If a Designee has been identified for the Dean/Director, enter the appropriate Empl ID of the Designee in the Designee field.
Adding College OPT Faculty Reviewers

11. 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.

12. Click the **Plus** button to add each additional member.

**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.

13. 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.