ADDING DOCUMENTS AND CERTIFYING PACKET

As soon as you have added the Candidate and the Packet is open, you can add the faculty that will serve as the Department OPT Faculty Reviewers and the Department Chair/Director (and Designee).

**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 Department Admin** link.

SEARCHING FOR CANDIDATE

1. On the OPT Department Admin screen, enter the appropriate search criteria to bring up the desired Candidate.
2. Click the **Search** button.
3. Select the desired Candidate row.

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Case Number</strong></td>
</tr>
<tr>
<td><strong>Empl ID</strong></td>
</tr>
<tr>
<td><strong>Promotion and Tenure Year</strong></td>
</tr>
<tr>
<td><strong>Department ID</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
</tbody>
</table>

ADDING DEPARTMENT OPT FACULTY REVIEWERS

4. Notice the **Case Number** has been assigned on the Promotion & Tenure Cover Sheet.

5. Click the **Dept Review** tab.
6. Click the **Load Faculty Reviewers** button.
7. Notice a list of department faculty will appear.

8. Select those faculty who are NOT eligible to assess this Candidate by clicking the relevant Select checkbox.
9. Click the **Delete Selected Reviewers** button.

10. Scroll down, if needed.
11. Click the **Save** button.
12. Scroll up, if needed.
13. Review the list of Department OPT Faculty Reviewers.

**NOTE:** If you notice any errors, you can use the plus/minus checkboxes to correct the list.
ADDING DEPARTMENT CHAIR/DIRECTOR (AND DESIGNEE)

14. In myUFL, navigate to Nav Bar > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure
15. Click the Identify Dept Chair/Director option from the drop down menu.

Prior to adding the Chair/Director (and Designee), you must ensure the department is already listed in myUFL. You will notice the Search screen already has most search fields filled in.

NOTE: If you are accessing this screen directly by navigating through Nav Bar > Main Menu > Workforce Development > Faculty Events > Online Promotion and Tenure, you will need to enter at least the Department ID to search.

16. Click the Search button.
17. If no matching values were found, click the Add a New Value button.
   NOTE: Notice the Set ID and Department fields are filled in. If you are accessing the screen directly, enter the appropriate values for both fields.

18. Select the Department from the Search Results section.
19. Notice the Empl ID of the Department Chair/Director is auto populated. 
   
   **NOTE**: If this field is blank, you will enter or search for the appropriate Empl ID for the Chair/Director. 
   
   **NOTE**: The Chair/Director must be identified. If not identified, the following pop up window will appear.

![Message](image)

20. If you need to enter a Designee, enter or search for the Empl ID of the Designee in the Designee field.

![Designee](image)

21. Click the **Save** button.

The Chair/Director and Designee have been assigned. **For each department you need only identify the Chair/Director once per year.** This is useful to remember when you have several current Candidates within your department being considered during the same year.

Note that the Department Reviewers and the Chair/Director (or Designee) will not have access to the Packet until you have certified it as complete.