

ADDING DOCUMENTS TO SECTION 34

After you and your department administrator have reviewed and certified your packet, any new or corrected documents must be uploaded in Section 34 of the OPT system.

Section 34 documents tend to be:

- Corrected documents after packet certification
- New documents that were not originally included in your packet
- Additional documentation not originally considered for inclusion in your packet
- Request for documentation from department/college admins, Chairs or Deans, University Level or Academic Personnel Board

Documents can be added to Section 34 any time; however, the best practice is to make your packet as complete and accurate as possible prior to certifying.

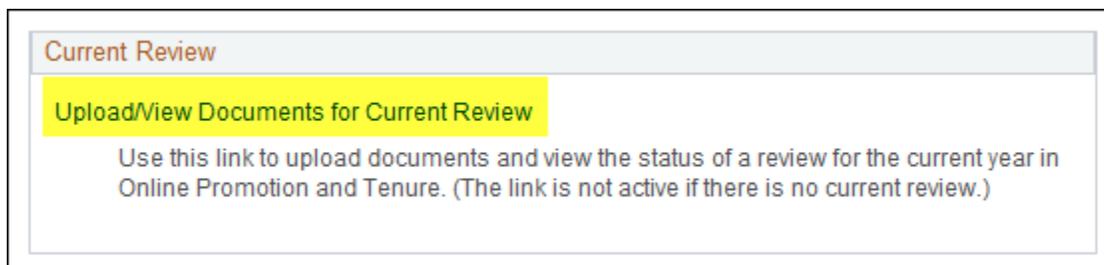
Note: To avoid any issues with pop-ups, please turn off the Pop-Up Blocker on the machine you are using. If you need assistance with this, please contact the UF Help Desk on 352-392-4357.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure

Click the **Promotion & Tenure Packet** link, then click the Upload/View Documents for Current Review link.



ADDING DOCUMENTS TO SECTION 34

1. Click the **Packet** tab (if not already on that tab).
2. Click the **Category** dropdown field and choose **Further Information**.
NOTE: Once your packet has been certified by your department admin, the only option available in the Category field will be Further Information.
3. Click the **Subject** dropdown field and choose the type of document you wish to add.

Promotion & Tenure Cover Sheet | Packet

UF Online Promotion & Tenure Review

Gene Poole Empl ID 85200000 Promotion and Tenure Year 2014-2015
Review Status [Dept. Admin Review](#)

[View All](#)

Upload Documents

Category: Further Information Subject: 21 - Editor of Scholarly Jn... [Upload](#)

Comment:

Review Documents

[Documents](#) [More Detail](#) [\[...\]](#)

Category	Subject
1 Faculty Packet	Faculty Packet

1 of 1 [Last](#)

[Update Type](#)

[View](#)

Return to Online Promotion & Tenure Packet
Promotion & Tenure Cover Sheet | Packet

03 - Specialization

04 - Assigned Activity...

05 - Educational Background

06 - Employment

07 - Year Tenure/Permanent...

08 - Tenure & Prom. Criteria

09 - Teaching, Advising and...

10 - Teaching Evaluations

11 - Educational Portfolio

12 - Graduate Comm. Activities

13 - Contribution to Discip...

14 - Creative Works ...

15 - Patents and Copyrights

16 - Publications

17 - Lectures, Speeches...

18 - Contracts and Grants...

19 - University Governance...

20 - Consultations Outside...

21 - Editor of Scholarly Jn...

22 - International Activities

23 - Extension Programs

24 - Clinical Service or Activ

25 - Service to Schools

4. Add any desired comments into the **Comments** field.
5. Click the **Update Type** dropdown field and choose the appropriate option.

NOTE: The update type options will be Correction to a previous document or New document.

Upload Documents

Category: Further Information Subject: 16 - Publications [Upload](#)

Comment: Addition to Section 16 **Update Type** [\[...\]](#)

Review Documents

[Documents](#) [More Detail](#) [\[...\]](#)

Personalize | Fir 1 of 1 [Last](#)

[Correction](#)

[New](#)

6. Click the **Upload** button.
7. Click the **Browse** button and select the document you wish to upload.
NOTE: All documents must be in .pdf format.
8. Click the **Upload** button.
9. Click **OK** to the alert message.

Any additions to Section 34 by others will trigger an email notification to you. If documents are being added by someone other than yourself, you will need to follow the directions in the notification email and accept or reject the additions.

Example of the email message is shown below.



There may be times when your Department OPT Administrator or College OPT Administrator will need to add documents to your Packet after certification has occurred. You must approve or reject any additions made to Section 34 by someone other than you.

APPROVING ADDITIONS TO SECTION 34 BY SOMEONE ELSE

1. Login to myUFL and navigate through Nav Bar > Main Menu > My Self Service > UF Faculty Promotion & Tenure > Promotion & Tenure Packet > Upload/View Documents for Current Review.
2. Scroll, if needed, to the **Review Documents** section.
3. **Find** the document(s) that has/have been added by someone else.
4. Click the **View** button to view the document(s) prior to approving or rejecting the addition(s).
5. Click the **Approve** or **Reject** buttons to approve or reject the addition(s).

NOTE: If you do not accept or reject the additions, they will automatically be accepted after five days.