Chair/Director (or Designee) Upload of Evaluative Letter and Packet Endorsement

After reviewing the assessment results of the Department OPT Faculty Review Committee, you will then write your evaluative letter to include in the Candidate’s Packet.

Although the Chair/Director must officially “write” the letter, a Designee may be assigned with the task of uploading it.

The Candidate will have a period of time to respond to your evaluative letter, which may prompt you to submit an updated copy of the letter. After Candidate response (or after 10 days have passed), you can then make your endorsement of the Candidate.

After endorsement, the Packet will move to the College Admin Review level.

**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 **Nav Bar > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure.**
3. Click the **Dept. Chair/Director Review** link.

**Search for the Candidate**

4. From the Dept Chair/Director Review search screen, enter the desired search criteria in the appropriate fields.
5. Click the **Search** button.

**NOTE:** If there are multiple search results, those results will appear at the bottom of the screen. If there is only one search result, that Packet will automatically open.
Adding Evaluative Letter

6. Click the **Review Packet** tab.
7. Notice the **Review Status** displays Chair/Director Review and the **Category** and **Subject** fields have automatically populated and show that the Chair’s Letter may now be added.

8. Click the **Upload** button.
9. Click the **Browse...** button.
10. Find and select the desired letter.
    **NOTE**: All uploaded files must be in .pdf format.

11. Click the **Open** button.
12. Click the **Upload** button.
13. Click the **OK** button.

The uploaded letter will not be officially added to the Packet until you click the **Add Document** button. At this point you can view the uploaded document or delete it by clicking either the View button or Delete button.

14. Click the **Add Document** button.
15. Click the **OK** button.

**NOTE**: This will prompt an e-mail to the Candidate notifying him/her that you have uploaded your evaluative letter.

Example of the e-mail message that is sent

The Candidate will have 10 days to respond to your evaluative letter. Depending on the Candidate’s response, you may need to add a revised evaluative letter.

Once a response is received by either the Candidate adding a response letter and clicking the Response Complete button, or by simply clicking the Response Complete button alone, or after 10 days have elapsed you can then make your endorsement.
Adding Final Endorsement
16. Follow steps 1 – 6 above to navigate to the appropriate Candidate Packet to which you wish to make your endorsement.
17. Click the Review Packet tab.
   **NOTE:** The Review Status now displays Chair/Director Assessment
18. From the Chair/Director Recommendation section, click the drop down field.
19. Choose the appropriate endorsement choice.

20. Click the Submit button.
21. Click the OK button.
22. Click the OK button.
   **NOTE:** The Review Status will now change to College Admin Review and the Packet has moved to the College level.