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## DEAN/DIRECTOR (OR DESIGNEE) UPLOAD OF EVALUATIVE LETTER AND PACKET ENDORSEMENT

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

Although the Dean/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 Univ. 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**.

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### NAVIGATION

Login into myUFL and navigate to:

**Nav Bar > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure.**

Click the **College Dean/Director Review** link.

### SEARCH FOR THE CANDIDATE

1. From the College Chair/Director Review search screen, enter the desired search criteria in the appropriate fields.
2. 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

3. Click the **Review Packet** tab.
4. Notice the **Review Status** displays **Dean/Director Review** and the **Category** and **Subject** fields have automatically populated to reflect the Dean's Letter will now be added.

Promotion & Tenure Cover Sheet | **Review Packet**

Candidate:      Poole, Gene      Empl ID: 85200000      Promotion and Tenure Year: 2014-2015  
 Case Number: 140264  
 Review Status: **Dean/Director Review**      Dean/Director: Earl E. Rizer

[View All](#)

Upload Documents

Category: **Letter**      Subject: **30 - Dean's Letter**      [Upload](#)

Comment:

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

11. Click the **Add Document** button.

Review Documents		Personalize   Find   <input type="text"/>		First 1-9 of 9 Last	
Category	Subject	Comment	Approved	Update Type	
1 Faculty Packet	Faculty Packet		n/a	<a href="#">View</a>	
2 P&T Criteria	08 - Tenure & Prom. Criteria		n/a	<a href="#">View</a>	
3 Letter	29 - Chair's Letter		n/a	<a href="#">View</a>	
4 Letter	30 - Den's Leler		n/a	<a href="#">View</a>	<a href="#">Delete</a> <a href="#">Add Document</a>
5 Letter	31 - Sample Letter		n/a	<a href="#">View</a>	
6 Letter	32 - Bio-Sketches and Letter		n/a	<a href="#">View</a>	
7 Annual Evaluation	33 - Annual Evaluations		n/a	<a href="#">View</a>	

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

<<PLEASE DO NOT REPLY TO THIS EMAIL>>

The evaluative letter from the dean/director has been uploaded to your P&T packet. You will have until midnight on %1 to acknowledge the letter, request a meeting with the dean/director, and/or upload a written response should you choose to do so.

To respond, log into my.ufl.edu and use Menu navigation My Self Service > UF Faculty Promotion & Tenure > Promotion & Tenure Packet > Upload/View Documents for Current Review. To acknowledge, simply log in and click the "Response Complete" button on the >Promotion and Tenure Packet page.

If the dean/director determines your response needs to be addressed, s/he will add a revised letter to the packet.

If you have questions, please contact your College OPT Administrator. Contact information for College OPT Administrators is listed at <http://www.aa.ufl.edu/tenure/>

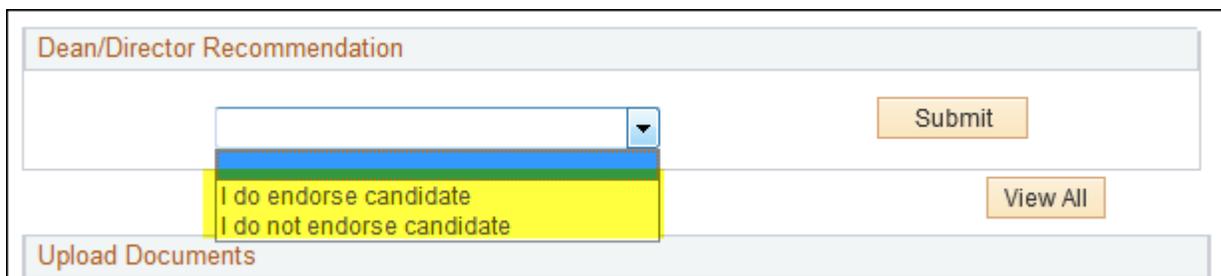
Example of the e-mail message that is sent

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

13. Follow steps 1 – 6 above to navigate to the appropriate Candidate Packet to which you wish to make your endorsement.
14. Click the **Review Packet** tab.  
**NOTE:** The Review Status now displays **Dean/Director Assessment**
15. From the **Dean/Director Recommendation** section, click the **drop down** field.
16. Choose the **appropriate endorsement** choice.



The screenshot shows a web interface for the 'Dean/Director Recommendation' section. At the top, the title 'Dean/Director Recommendation' is displayed in orange. Below the title is a large white text area. To the right of this area is an orange 'Submit' button. Below the text area is a dropdown menu with a blue border and a downward arrow. The dropdown menu is open, showing two options: 'I do endorse candidate' (highlighted in yellow) and 'I do not endorse candidate'. Below the dropdown menu is an orange 'View All' button. At the bottom of the section is an orange 'Upload Documents' button.

17. Click the **Submit** button.
18. Click the **OK** button.
19. Click the **OK** button.  
**NOTE:** The Review Status will now change to **Univ. Admin Review** and the Packet has moved to the University level.