VIEWING CANDIDATE PACKET AS DEPARTMENT REVIEWER

This instruction guide walks you through the step of viewing a Candidate's Packet as part of your duties as a member of the Department OPT Faculty Review Committee.

In this example, Dr. Gene Poole, an Associate Professor in the Music Department has applied for tenure & promotion.

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.

EMAIL NOTIFICATION

This is an example of the e-mail that will be sent to you, a Department Reviewer, when a Packet is ready for review:

> <<PLEASE DO NOT REPLY TO THIS EMAIL>>
>
> A P&T packet for Gene Poole is now available for your review. Please access the packet by logging into my.ufl.edu and use Menu navigation Workforce Development > Faculty Events > Online Promotion and Tenure > Promotion & Tenure Review.
>
> Contact the Departmental OPT Administrator with questions. Contact information for Departmental OPT Administrators is listed at http://www.aa.ufl.edu/tenure/

You do not need to reply as the message is for information only and gives directions on how to proceed.

NAVIGATION

Login into myUFL and navigate to:

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

Click the **Promotion & Tenure Review** link.

SEARCHING

1. From the **Promotion and Tenure Review** screen, **enter search criteria** into any of the search fields.
2. Click the **Search** button.

REVIEWING CANDIDATE PACKET

You will notice the Review Status field displays Dept. Faculty Review. This status indicates the Packet is awaiting the Department OPT Faculty Review Assessment results to be entered.

When those assessments are given to and are entered into the OPT system by the Department Administrator, the Dept. Promotion & Tenure Individual Assessments section will update.

3. Click the **Packet** tab.
4. **Review** the Candidate Packet and any other added documents as desired.
    NOTE: You can review the document either by clicking the associated View buttons or by clicking the View All button. The View All button allows you to see all the documents together.
    NOTE: As a Department Reviewer, you cannot add any document or comments to the Packet.

| Promotion & Tenure Cover Sheet | Packet |

Candidate Poole, Gene   Empl ID   85200000   Promotion and Tenure Year 2014-2015
                                                        Case Number 140264
Review Status   Dept. Faculty Review

View All

Review Documents   Personalize | Find | 🔼   First ◀ 1-8 of 8 ▶ Last

Documents	More Detail					
	Category	Subject	Comment	Approved		Update Type
1	Faculty Packet	Faculty Packet		n/a	View	
2	P&T Criteria	08 - Tenure & Prom. Criteria		n/a	View	
3	Letter	28 - Chair's Letter		n/a	View	
4	Letter	30 - Sample Letter		n/a	View	
5	Letter	31 - Biosketch and Letter		n/a	View	

5. Once you have completed your review of the Candidate's Packet, **close** myUFL.