

INDICATING CANDIDATE DESIGNEES

This instruction guide covers the steps to indicate the designee who may perform OPT system activities required of you as part of the UF promotion and tenure process. You may only indicate one (1) designee at a time.

Your designee will have access to the OPT system, and can perform two sets of activities for you.

1. They will be able to update activity and events such as presentations, honors, and publications on your behalf. These entries can be updated as needed, in an ongoing basis.
2. If you are to be a candidate for tenure, permanent status, or promotion, your designee can help with certain aspects of the process. Your designee can download the template for you, in preparation for your compilation of the template information. In addition, after you have indicated and thoroughly reviewed the document(s) you wish to include in your tenure, permanent status, or promotion packet, your designee can upload those documents into the OPT system for you. Designees can upload and view documents at any time and within any place in the OPT system that you would be able to.

Designees cannot perform the following activities:

- Complete your waiver statement
- Certify your packet
- Response to Chair and Dean letters

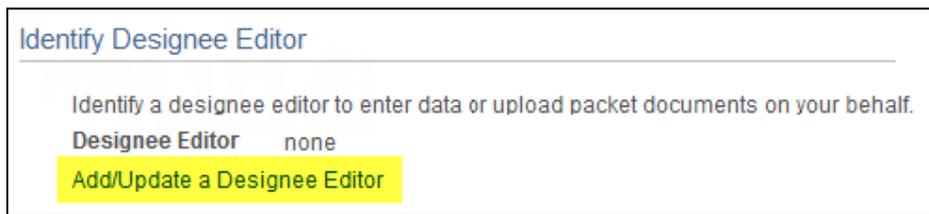
Note: To avoid any issues with pop-ups, please turn off the Pop-Up Blocker on the machine you are using. If you need assistance with this, please contact the UF Help Desk on 352-392-4357.

NAVIGATION

Login into myUFL and navigate to:

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

Click the **Add/Update a Designee Editor** link.



The screenshot shows a web interface titled "Identify Designee Editor". Below the title is a horizontal line. Underneath the line, there is a text prompt: "Identify a designee editor to enter data or upload packet documents on your behalf." Below this prompt, the text "Designee Editor" is followed by a dropdown menu showing the word "none". At the bottom of the interface, there is a yellow button with the text "Add/Update a Designee Editor".

INDICATING DESIGNEES

1. Enter the UFID number of the person you wish to indicate as your designee in the **Designee Editor** field.

NOTE: You can search for the UFID by clicking the Search icon, entering the person's last name, and clicking the Look Up button. Be careful, however, to select the correct person if there is more than one with the same or a similar name.

Faculty Designee Editor

Gene Poole Empl ID 85200000

The Designee Editor will have access to update activity and events such as Presentations, Honors, and Publications on behalf of the faculty member. The Designee will also have access to view and upload documents for a current Promotion and Tenure Review until the packet is certified for review.

Designee Editor 

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2. Click the **Save** button.
3. Click the **Return to Main Page** link.
4. Verify that the correct designee's name appears in the Identify Designee Editor section of the main UF Online Promotion & Tenure Home screen.

Identify Designee Editor

Identify a designee editor to enter data or upload packet documents on your behalf.

Designee Editor Pearl E. White

[Add/Update a Designee Editor](#)