**Instruction Guide**

**Viewing and Responding to Chair/Dean Evaluative Letter**

You have a period of time where you can respond to the evaluative letters submitted by the Chair of your department and the Dean of your college.

These time periods are indicated by the following Packet statuses and timeframes:

- Candidate Response to Chair/Director Review – 10 days
- Candidate Response to Dean/Director Review – 10 days

**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.

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**Navigating**

1. Login to my.ufl.edu using your GatorLink ID and password.
2. Navigate through **Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure.**
3. Click the **Promotion & Tenure Packet** link.
4. Click the **Upload/View Documents for Current Review** link.

**Viewing the Chair/Director Letter**

5. Click the **Packet** tab.
6. **Scroll down**, if needed, to the Review Documents section.
7. Locate the row that indicates a **subject of 28 – Chair’s Letter.**
8. Click the **View** button.
NOTE: The Chair’s Letter will open in a new browser window.

9. After reading the Chair’s Letter, close the browser window which will return you to the OPT system window.

Responding to Chair/Director Letter
If you do not have a response to make to the Chair’s evaluative letter, simply click the “Response Complete” button to move the Packet to the next step. If you would like to add a response document, follow the steps below.

10. Click the Packet tab (if not already on that tab).
11. Click the Category dropdown field and choose Response.
12. The Subject field will automatically display “Chair’s Letter” when you are at the Candidate Response to Chair/Director Review status.
13. Enter a comment into the Comment field, if you desire.

14. Click the Upload button.
15. Click the Browse... button.
16. Locate and select your response document.
17. Click the Open button.
18. Click Upload button.
19. Once you’ve confirmed the correct letter has been uploaded, click the Add Document button.
20. Click the Response Complete button.

21. Click the OK button.
22. Click the OK button.

Your response has now been added to the Packet and your Packet has moved to the Department Chair/Director Assessment status.
NOTE: If you choose not to respond to the Chair’s Letter, and you have not indicated that by clicking the “Response Complete” button, your Packet will move to the next level automatically after 10 days.

The same steps are followed for viewing and responding to the Dean’s letter as for the viewing and responding to the Chair’s letter. The only difference is the Dean’s Letter is specifically indicated instead of the Chair’s letter.

**Viewing the Dean/Director Letter**
23. Click the Packet tab.
24. Scroll down, if needed, to the Review Documents section.
25. Locate the row that indicates a subject of **29 – Dean’s Letter**.
26. Click the View button.

**NOTE:** The Dean’s Letter will open in a new browser window.

27. After reading the Dean’s Letter, close the browser window. You should return to the OPT system window.

**Responding to Dean/Director Letter**
If you do not have a response to make to the Dean’s evaluative letter, simply click the “Response Complete” button to move the Packet to the next step. If you would like to add a response document, follow the steps below.

28. Click the Packet tab (if not already on that tab).
29. Click the Category dropdown field and choose Response.
30. The Subject field will automatically display “Chair’s Letter” when you are at the Candidate Response to Dean/Director Review status.
31. Enter a comment into the Comment field, if you desire.

32. Click the Upload button.
33. Click the Browse... button.
34. Locate and select your response document.
35. Click the **Open** button.
36. Click **Upload** button.
37. Once you’ve confirmed the correct letter has been uploaded, click the **Add Document** button.
38. Click the **Response Complete** button.

![Gene Poole](image)

39. Click the **OK** button.
40. Click the **OK** button.

Your response has now been added to the Packet and your Packet has moved to the Dean/Director Assessment status.

**NOTE**: If you choose not to respond to the Dean’s Letter, and you have not indicated that by clicking the “Response Complete” button, your Packet will move to the next level automatically after 10 days.