

## 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

### NAVIGATION

Login into myUFL and navigate to:

[Nav Bar](#) > [Main Menu](#) > [My Self Service](#) > [Faculty Promotion & Tenure](#)

Click the [Promotion & Tenure Packet](#) link and then click on the [Upload/View Documents for Current Review](#) link.

### VIEWING THE CHAIR/DIRECTOR LETTER

1. Click the [Packet](#) tab.
2. [Scroll down](#), if needed, to the Review Documents section.
3. Locate the row that indicates a [subject of 29 – Chair’s Letter](#).
4. Click the [View](#) button.

3	Letter	29 - Chair's Letter	n/a	<a href="#">View</a>
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**NOTE:** The Chair’s Letter will open in a new browser window.

5. After reading the Chair’s Letter, [close](#) the browser window which will return you to the OPT system window.

### RESPONDING TO THE 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.

6. Click the [Packet](#) tab (if not already on that tab).
7. Click the [Category](#) dropdown field and choose [Response](#).
8. The [Subject](#) field will automatically display “Chair’s Letter” when you are at the Candidate Response to Chair/Director Review status.
9. Enter a comment into the [Comment](#) field if you desire.

**Upload Documents**

Category **Response** Subject **Chair's Letter** **Upload**

Comment

10. Click the **Upload** button.
11. Click the **Browse...** button.
12. Locate and select your response document.
13. Click the **Open** button.
14. Click **Upload** button.
15. Once you have confirmed the correct letter has been uploaded, click the **Add Document** button.
16. Click the **Response Complete** button.

Gene Poole Empl ID 03970000 Promotion and Tenure Year 2012-2013

Review Status Candidate Response to Chair/Director Review

**Response Complete**

**View All**

17. Click the **OK** button.
18. 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

19. Click the **Packet** tab.
20. **Scroll down**, if needed, to the Review Documents section.
21. Locate the row that indicates a **subject of 30 – Dean’s Letter**.
22. Click the **View** button.

13 Letter	30 - Dean's Letter	n/a	<b>View</b>
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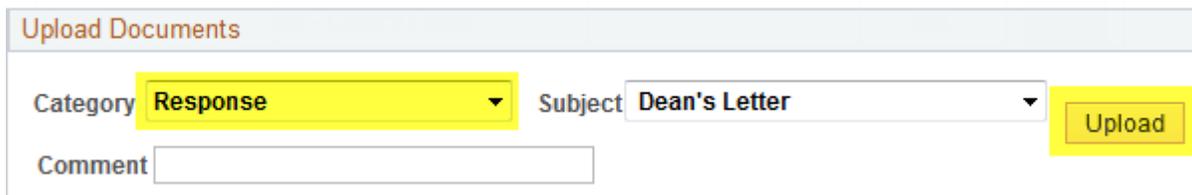
**NOTE:** The Dean’s Letter will open in a new browser window.

23. 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.

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



The screenshot shows a form titled "Upload Documents". It contains a "Category" dropdown menu with "Response" selected, a "Subject" dropdown menu with "Dean's Letter" selected, and an "Upload" button. Below these fields is a "Comment" text input field.

28. Click the **Upload** button.
29. Click the **Browse...** button.
30. Locate and select your response document.
31. Click the **Open** button.
32. Click **Upload** button.
33. Once you have confirmed the correct letter has been uploaded, click the **Add Document** button.
34. Click the **Response Complete** button.



The screenshot shows a page for "Gene Poole" with "Empl ID 03970000" and "Promotion and Tenure Year 2012-2013". The "Review Status" is "Candidate Response to Dean/Director Review". A "Response Complete" button is highlighted in yellow, and a "View All" button is visible at the bottom right.

35. Click the **OK** button.
36. 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.