

VIEWING THE CHAIR/DIRECTOR ENDORSEMENT

After the Chair/Director (or Designee) has uploaded the final recommendation letter and made his/her endorsement, the status of the Packet is now at **College Admin Review** indicating the Packet is at the College level.

At this point you can view the endorsement the Chair/Director has given this Candidate.

NAVIGATION

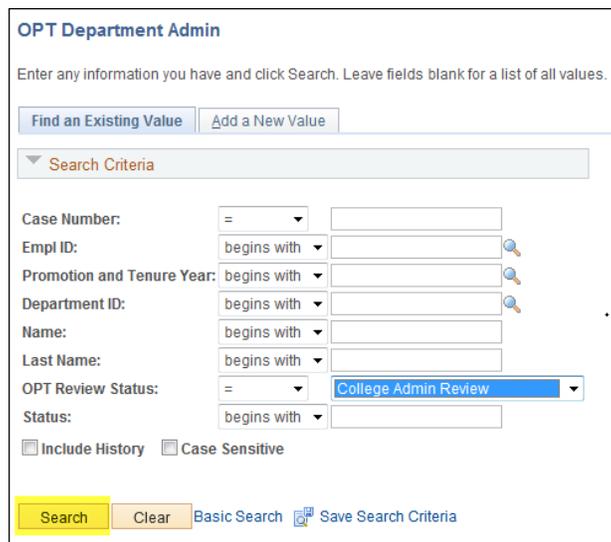
Login into myUFL and navigate to:

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

Click the **OPT Department Admin** link.

SEARCHING FOR CANDIDATE

1. On the OPT Department Admin screen, enter the appropriate search criteria to bring up the desired Candidate.
2. Click the **Search** button.



The screenshot shows the 'OPT Department Admin' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is expanded, showing a list of search fields. Each field has a dropdown menu for the search operator and a text input field for the search value. The fields are: Case Number (operator: =), Empl ID (operator: begins with), Promotion and Tenure Year (operator: begins with), Department ID (operator: begins with), Name (operator: begins with), Last Name (operator: begins with), OPT Review Status (operator: =, value: College Admin Review), and Status (operator: begins with). At the bottom, there are checkboxes for 'Include History' and 'Case Sensitive'. A yellow 'Search' button is highlighted, along with 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

3. Select the desired Candidate row.

NOTE: If only one candidate meets the search criteria, his or her packet will automatically open.

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4. **Scroll** to the bottom of the page, if needed.
5. View the Department Chair/Director endorsement and date in the **Signatures and Endorsement Statement** section.

Signatures and Endorsement Statement			
Department Chair/Director	Holly Wood	I do endorse candidate	Date 03/24/2015
Dean/Director			Date

The Packet is now at the College Level awaiting the College Administrator review.

You and Chairs/Directors will continue to be able to view the Packet, but at this point no further documentation may be added to the Packet through your department.