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.

3. Select the desired Candidate row.

NOTE: If only one candidate meets the search criteria, his or her packet will automatically open.
VIEWING CHAIR/DIRECTOR ENDORSEMENT

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.

<table>
<thead>
<tr>
<th>Signatures and Endorsement Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Chair/Director</strong></td>
</tr>
<tr>
<td><strong>Dean/Director</strong></td>
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</tbody>
</table>

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.