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.

**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.

Navigating
1. Login to my.ufl.edu using your GatorLink ID and password.
2. Navigate through **Main Menu > Workforce Development > Faculty Events > Online Promotion and Tenure**
3. Click the **OPT Department Admin** link.

Searching for Candidate
4. On the OPT Department Admin screen, enter the appropriate search criteria to bring up the desired Candidate.
5. Click the **Search** button.
6. 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**
7. **Scroll** to the bottom of the page, if needed.
8. View the Department Chair/Director endorsement and date in the **Signatures and Endorsement Statement** section

<table>
<thead>
<tr>
<th>Department Chair/Director</th>
<th>Holly Wood</th>
<th>I do endorse candidate</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director</td>
<td></td>
<td></td>
<td>03/24/2015</td>
</tr>
</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.