VIEWING THE DEAN/DIRECTOR ENDORSEMENT

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

At this point you can view the endorsement the Dean/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 College 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.

![OPT College Admin](image)

3. Select the desired Candidate row.

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

4. Scroll to the bottom of the page, if needed.
5. View the Dean/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>Earl E. Rizer</td>
<td>I do endorse candidate</td>
<td>03/26/2015</td>
</tr>
</tbody>
</table>

The Packet is now at the University Level awaiting the Univ. Admin review.
You and Deans/Directors will continue to be able to view the Packet and possibly will be able to make edits as needed.