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.

**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 **Nav Bar > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure.**
3. Click the **OPT College Admin** link.

Searching for Candidate

4. On the OPT College 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 Dean/Director Endorsement**
7. **Scroll** to the bottom of the page, if needed.
8. 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>03/27/2015</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.