

ADDING DEPARTMENT OPT FACULTY REVIEWER ASSESSMENT RESULTS

Once the Department OPT Faculty Reviewers have completed their assessment, they will give you the result off-line. You will then add the assessment results into the OPT system.

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.

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.

Search Results									
View All							First	1-13 of 13	Last
Set ID	Case Number	Empl ID	Promotion and Tenure Year	Department ID	Name	Last Name	OPT Review Status	Status	
UFLOR	140264	85200000	2014-2015	13030000	Poole, Gene	Poole	Dept Admin	Dept. Admin Review	

Find an Existing Value | Add a New Value

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

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Each review committee assessment will be labeled as either “Meets criteria”, “Does not meet criteria”, “Abstain” or “Absent”.

4. Tally the number of “Meets Criteria” assessments and place that number in the **Meets Criteria** field in the appropriate area of the Dept. Promotion & Tenure Individual Assessments section on the Promotion & Tenure Cover Sheet tab.
5. Total all the “Does not meet criteria” and “Abstain” assessments and place those in the associated fields of the same section.
6. For any missing assessments, place in the **Absent** field of the same section.

Dept. Promotion & Tenure Individual Assessments		Find	View All	First	1 of 1	Last
Effective Date		03/24/2015		Effective Sequence		0
Tenure/Permanent Status:						
Department/Center:	Meets criteria	<input type="checkbox"/>	Does not meet criteria	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Center (IFAS only)	Meets criteria	<input type="checkbox"/>	Does not meet criteria	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Promotion:						
Department/Center:	Meets criteria	<input type="checkbox"/>	Does not meet criteria	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Center (IFAS only)	Meets criteria	<input type="checkbox"/>	Does not meet criteria	<input type="checkbox"/>	Abstain	<input type="checkbox"/>

7. When you feel the assessment results are accurate, click the **Faculty Assessment Complete** button.
NOTE: An error message will appear if the assessments have not been entered correctly.
8. Click the **OK** button.
9. Click the **Save** button.

The Packet will automatically move to the next level and the Chair/Director (or Designee) will add his/her evaluation letter.