

ADDING DEPARTMENT REVIEWERS AND CHAIR/DIRECTOR (AND DESIGNEE)

As soon as you have added the Candidate and the Packet is open, you can add the faculty that will serve as the Department OPT Faculty Reviewers and the Department Chair/Director (and Designee).

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 of 1	Last
Set ID	Case Number	Empl ID	Promotion and Tenure Year	Department ID	Name	Last Name	OPT Review Status	Status		
UFOR	140264	85200000	2014-2015	13030000	Poole, Gene	Poole	Dept. Rev.	Dept. Faculty Review		

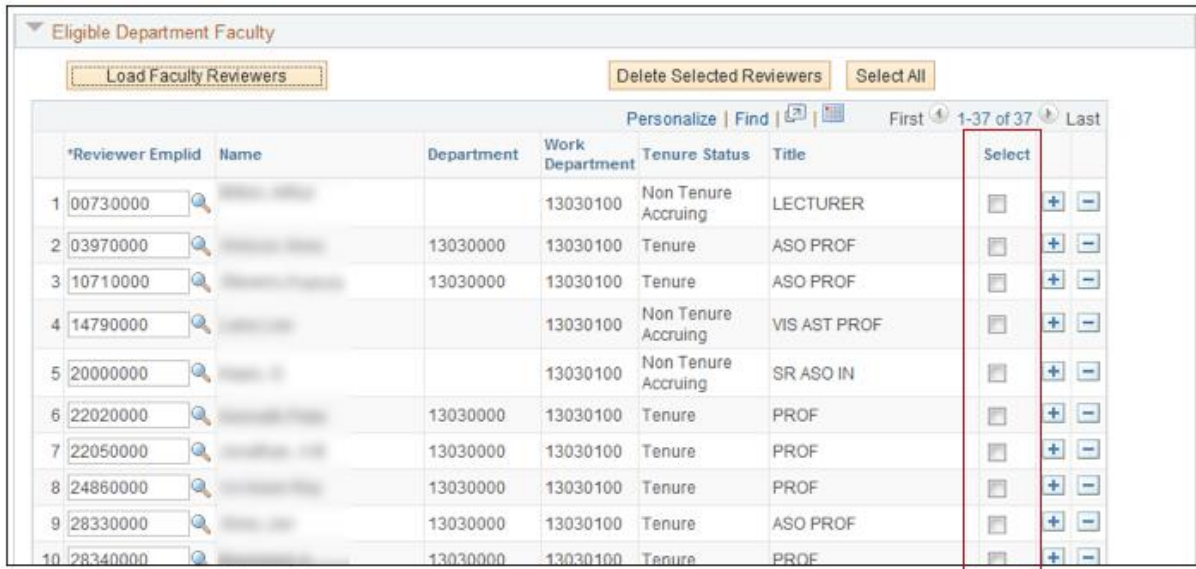
ADDING DEPARTMENT OPT FACULTY REVIEWERS

4. Notice the **Case Number** has been assigned on the Promotion & Tenure Cover Sheet.

Dept Review	Packet	Event Log	
Empl ID	85200000	Promotion and Tenure Year	2014-2015
Case Number	140264		
Print Cover Sheet			
COTA-MUSIC			
COTA-MUSIC-DIRECTOR			

5. Click the **Dept Review** tab.
6. Click the **Load Faculty Reviewers** button.

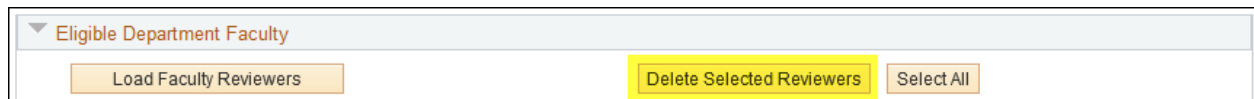
7. Notice a list of department faculty will appear.



*Reviewer Emplid	Name	Department	Work Department	Tenure Status	Title	Select
1 00730000			13030100	Non Tenure Accruing	LECTURER	<input type="checkbox"/> + -
2 03970000		13030000	13030100	Tenure	ASO PROF	<input type="checkbox"/> + -
3 10710000		13030000	13030100	Tenure	ASO PROF	<input type="checkbox"/> + -
4 14790000			13030100	Non Tenure Accruing	VIS AST PROF	<input type="checkbox"/> + -
5 20000000			13030100	Non Tenure Accruing	SR ASO IN	<input type="checkbox"/> + -
6 22020000		13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
7 22050000		13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
8 24860000		13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
9 28330000		13030000	13030100	Tenure	ASO PROF	<input type="checkbox"/> + -
10 28340000		13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -

8. Select those faculty who are NOT eligible to assess this Candidate by clicking the relevant Select checkbox.

9. Click the **Delete Selected Reviewers** button.



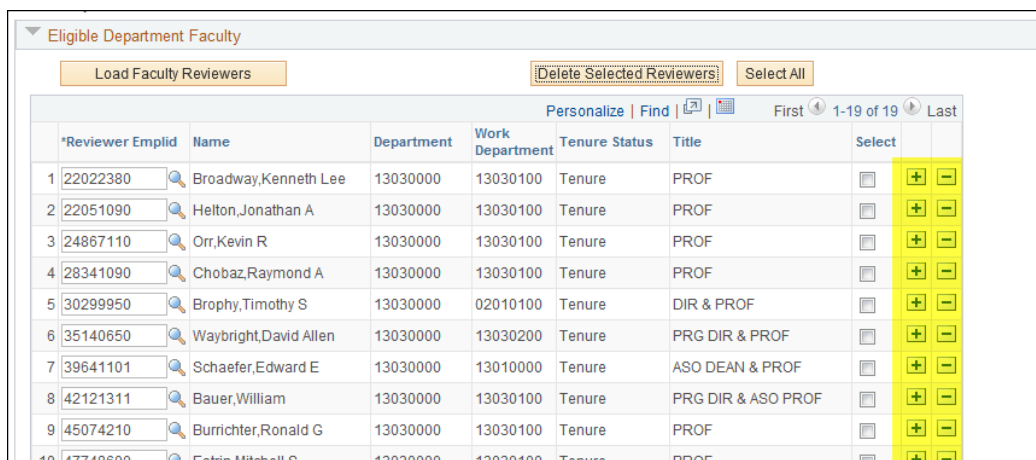
10. Scroll down, if needed.

11. Click the **Save** button.

12. Scroll up, if needed.

13. Review the list of Department OPT Faculty Reviewers.

NOTE: If you notice any errors, you can use the plus/minus checkboxes to correct the list.



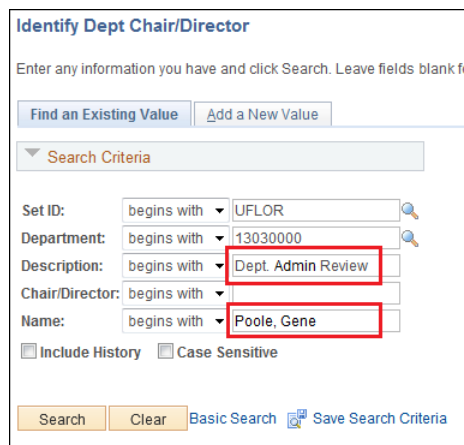
*Reviewer Emplid	Name	Department	Work Department	Tenure Status	Title	Select
1 22022380	Broadway, Kenneth Lee	13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
2 22051090	Helton, Jonathan A	13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
3 24867110	Orr, Kevin R	13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
4 28341090	Chobaz, Raymond A	13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
5 30299950	Brophy, Timothy S	13030000	02010100	Tenure	DIR & PROF	<input type="checkbox"/> + -
6 35140650	Waybright, David Allen	13030000	13030200	Tenure	PRG DIR & PROF	<input type="checkbox"/> + -
7 39641101	Schaefer, Edward E	13030000	13010000	Tenure	ASO DEAN & PROF	<input type="checkbox"/> + -
8 42121311	Bauer, William	13030000	13030100	Tenure	PRG DIR & ASO PROF	<input type="checkbox"/> + -
9 45074210	Burrichter, Ronald G	13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -
10 47748600	Estrie, Mitchell S	13030000	13030100	Tenure	PROF	<input type="checkbox"/> + -

ADDING DEPARTMENT CHAIR/DIRECTOR (AND DESIGNEE)

14. In myUFL, navigate to **Nav Bar > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure**
15. Click the **Identify Dept Chair/Director** option from the drop down menu.

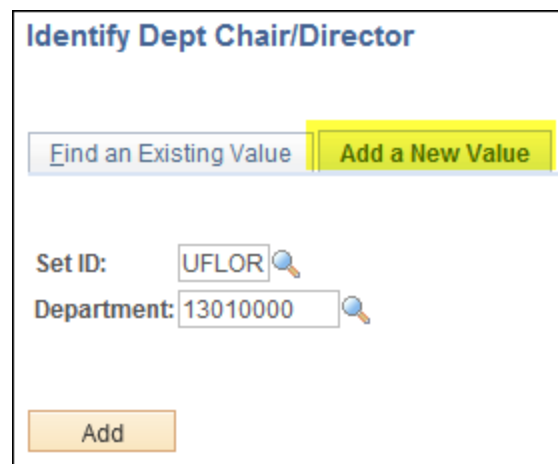
Prior to adding the Chair/Director (and Designee), you must ensure the department is already listed in myUFL. You will notice the Search screen already has most search fields filled in.

NOTE: If you are accessing this screen directly by navigating through Nav Bar > Main Menu > Workforce Development > Faculty Events > Online Promotion and Tenure, you will need to enter at least the Department ID to search.



16. Click the **Search** button.
17. If no matching values were found, click the **Add a New Value** button.

NOTE: Notice the Set ID and Department fields are filled in. If you are accessing the screen directly, enter the appropriate values for both fields.



18. Select the Department from the Search Results section.
19. Notice the Empl ID of the Department Chair/Director is auto populated.

NOTE: If this field is blank, you will enter or search for the appropriate Empl ID for the Chair/Director.

NOTE: The Chair/Director must be identified. If not identified, the following pop up window will appear.



Chair/Designee

Department 13010000 COTA-DEAN'S OFFICE

Department Chair/Director 54750000 Wood, Holly

Department Chair/Director Designee Personalize | Find | First 1 of 1 Last

*Designee	Name		
1		+	-

Save Add Update/Display Include History

20. If you need to enter a Designee, enter or search for the Empl ID of the Designee in the Designee field.

Department Chair/Director Designee Personalize | Find | First 1 of 1 Last

*Designee	Name		
1		+	-

Save Add Update/Display Include History

21. Click the **Save** button.

The Chair/Director and Designee have been assigned. **For each department you need only identify the Chair/Director once per year.** This is useful to remember when you have several current Candidates within your department being considered during the same year.

Note that the Department Reviewers and the Chair/Director (or Designee) will not have access to the Packet until you have certified it as complete.