

CANDIDATE APPROVAL OF ADDITIONS TO SECTION 34(ADDITIONAL INFORMATION)

This instruction guide will cover how you will respond to additions made by someone other than yourself to Section 34 of your Packet.

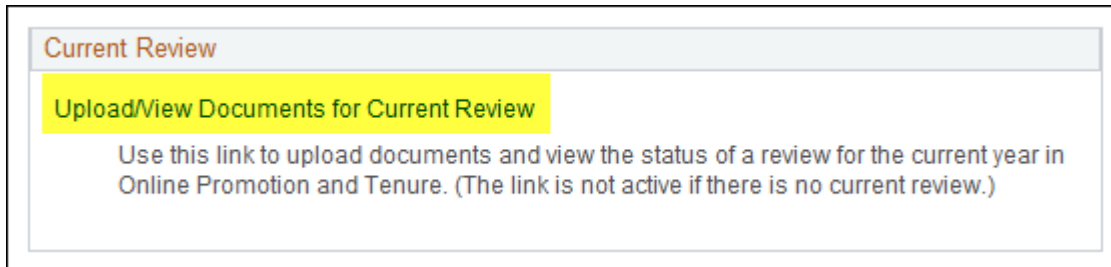
Note: To avoid any issues with pop-ups, please turn off the Pop-Up Blocker on the machine you are using. If you need assistance with this, please contact the UF Help Desk on 352-392-4357.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure > Promotion & Tenure Packet link.

Click the **Upload/View Documents for Current Review** link.



APPROVING ADDITIONS

1. **Scroll Down**, if needed.
2. You must approve any accepted additions made to Section 34 by clicking the **Approve** button or by taking no action (after 5 days the additions will be automatically accepted) for those additions to officially remain as part of your Packet.

5	Further Information	27 - Honors	Teacher of Year omitted in pkt	?	View	Approve	Reject	New
6	Further Information	34 - Further Information	Section 11 & 12 corrections	?	View	Approve	Reject	Correction

REJECTING ADDITIONS

If you decide not to approve an addition, you must reject it.

3. Click the **Reject** button

6	Further Information	34 - Further Information	Section 11 & 12 corrections	?	View	Approve	Reject	Correction
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NOTE: Once you reject an addition it will disappear from your Packet

4. Click the **OK** to the e-mail alert message.

NOTE: An e-mail message will be sent to the one who added the document notifying them you have rejected it.