

CHAIR/DIRECTOR (OR DESIGNEE) UPLOAD OF EVALUATIVE LETTER AND PACKET ENDORSEMENT

After reviewing the assessment results of the Department OPT Faculty Review Committee, you will then write your evaluative letter to include in the Candidate's Packet.

Although the Chair/Director must officially "write" the letter, a Designee may be assigned with the task of uploading it.

The Candidate will have a period of time to respond to your evaluative letter, which may prompt you to submit an updated copy of the letter. After Candidate response (or after 10 days have passed), you can then make your endorsement of the Candidate.

After endorsement, the Packet will move to the College Admin Review level.

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 [Dept. Chair/Director Review](#) link.

SEARCH FOR THE CANDIDATE

1. From the Dept Chair/Director Review search screen, enter the desired search criteria in the appropriate fields.
2. Click the [Search](#) button.

NOTE: If there are multiple search results, those results will appear at the bottom of the screen. If there is only one search result, that Packet will automatically open.

ADDING EVALUATIVE LETTER

3. Click the [Review Packet](#) tab.
4. Notice the **Review Status** displays **Chair/Director Review** and the **Category** and **Subject** fields have automatically populated and show that the Chair's Letter may now be added.

Promotion & Tenure Cover Sheet | **Review Packet**

Candidate Empl ID 85200000 Promotion and Tenure Year 2014-2015
 Case Number 140264
 Chair/Director Wood, Holly

Review Status **Chair/Director Review**

[View All](#)

Upload Documents

Category Letter Subject 29 - Chair's Letter [Upload](#)

Comment

5. Click the **Upload** button.
6. Click the **Browse...** button
7. Find and select the desired letter.
NOTE: All uploaded files must be in .pdf format.
8. Click the **Open** button.
9. Click the **Upload** button.
10. Click the **OK** button

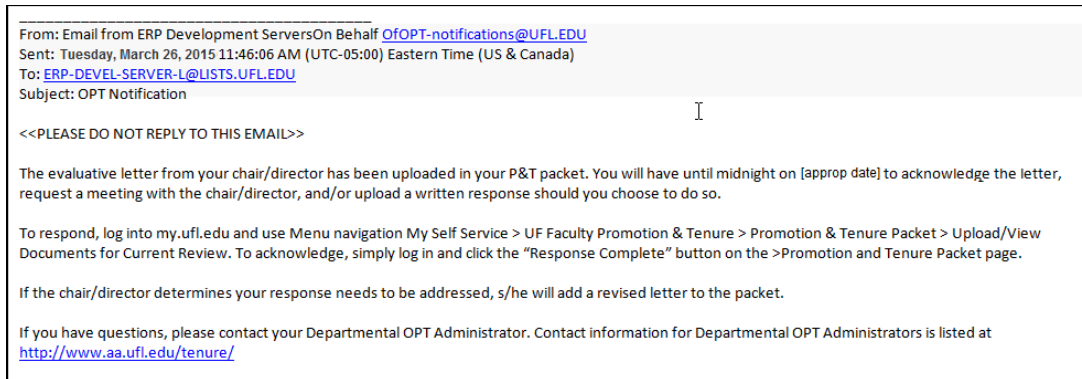
The uploaded letter will not be officially added to the Packet until you click the **Add Document** button. At this point you can view the uploaded document or delete it by clicking either the View button or Delete button.

11. Click the **Add Document** button

Review Documents		Personalize Find		First 1-7 of 7 Last	
Documents	More Detail				
Category	Subject	Comment	Approved		Update Type
1 Faculty Packet	Faculty Packet		n/a	View	
2 P&T Criteria	08 - Tenure & Prom. Criteria		n/a	View	
3 Letter	29 - Chair's Letter		n/a	View	Delete Add Document
4 Letter	30 - Den's Leter		n/a	View	
5 Letter	31 - Sample Letter		n/a	View	
6 Letter	32 - Bio-Sketches and Letter		n/a	View	
7 Annual Evaluation	33 - Annual Evaluations		Approved	View	New

12. Click the **OK** button.

NOTE: This will prompt an e-mail to the Candidate notifying him/her that you have uploaded your evaluative letter.



Example of the e-mail message that is sent

The Candidate will have 10 days to respond to your evaluative letter. Depending on the Candidate's response, you may need to add a revised evaluative letter.

Once a response is received by either the Candidate adding a response letter and clicking the Response Complete button, or by simply clicking the Response Complete button alone, or after 10 days have elapsed you can then make your endorsement.

ADDING FINAL ENDORSEMENT

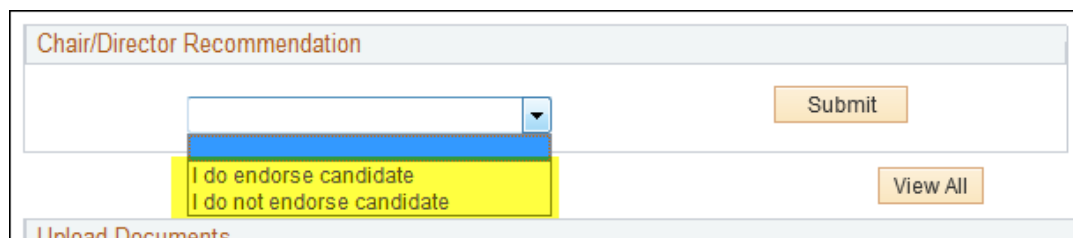
13. Follow steps 1–6 above to navigate to the appropriate Candidate Packet to which you wish to make your endorsement.

14. Click the **Review Packet** tab.

NOTE: The Review Status now displays **Chair/Director Assessment**

15. From the **Chair/Director Recommendation** section, click the **drop down** field.

16. Choose the **appropriate endorsement** choice.



17. Click the **Submit** button.

18. Click the **OK** button.

19. Click the **OK** button.

NOTE: The Review Status will now change to **College Admin Review** and the Packet has moved to the College level.