1. What do I need to use the eP&T system?

   - **Hardware:**
     - A computer with a Microsoft Windows or Apple Macintosh operating system
   - **Software:**
     - Word 2007 or 2010
     - Adobe Acrobat Professional
   - **Other:**
     - UCF NID & Password:
       - To look up your NID, use mynid.ucf.edu.
       - To reset your NID Password, use mynid.ucf.edu.
     - Internet Access:
       - Firefox 3.6 or 7
       - Internet Explorer 7, 8, 9, 10 (9 and 10 recommended in compatibility view)
       - Safari 3, 4, 4.3.3, 5, 6
       - Chrome 13
     - Additional Tips:
       - Pop-up blockers should be set to allow pop-up messages from UCF
       - Enable cookies & JavaScript
       - Install or update to the latest version of Java
       - Install or update to the latest version of Shockwave Flash
       - Have a screen resolution of at least 800 x 600
       - Verify that the computer's date, time and time zone are correct

2. Where do I upload the materials for my Book one e-dossier?

   - To upload your materials, log on to the MyUCF portal, [https://my.ucf.edu/](https://my.ucf.edu/), and select the “Workcenter” tab.

   - For systematic guidance, use the help guide provided on the Office of Faculty Relations website, [http://facultyrelations.ucf.edu/](http://facultyrelations.ucf.edu/).
     - Choose your specific pathway under “Promotion Pathways,” and under “Candidate Electronic Promotion & Tenure Information” select the “Detailed Help Guide for Promotion & Tenure.”

3. What materials are included in dossiers?


Revised: 3/2014
4. Who will have access to see dossiers?

- Dossiers are accessible to the following individuals: candidates; committee members at candidates’ departments, colleges, and the university level; candidates’ department chairs, candidates’ college deans and their designees, Faculty Relations personnel, and the provost and executive vice-president.

5. How do dossiers navigate through the electronic system?

- The navigation path of electronic dossiers follows the same routing as the paper-driven process.

6. What components of the P&T process are electronic?

- For academic year 2014-2015, only book one dossiers are electronic for non tenure-earning, tenure-earning, and tenured faculty. Book two dossiers are not electronic. Additionally, the external review of candidates is not electronic.

7. How do I perform my assigned duties in the electronic system?

- For systematic guidance, use the help guide provided on the Office of Faculty Relations website, http://facultyrelations.ucf.edu/.
  - Choose your specific pathway under “Promotion Pathways,” and under “Candidate Electronic Promotion & Tenure Information” select the “Detailed Help Guide for Promotion & Tenure.”

8. Am I allowed to add materials to my e-dossier after the process has begun?

- Candidates’ may access their dossiers at any point in the process to add materials – until the final recommendation by the provost.
  
  - For systematic guidance, use the help guide (page 38) provided on the Office of Faculty Relations website, http://facultyrelations.ucf.edu/.
    - Choose your specific pathway under “Promotion Pathways,” and under “Candidate Electronic Promotion & Tenure Information” select the “Detailed Help Guide for Promotion & Tenure.”

9. How are candidates notified of the final determination on their files?

- Candidates will be notified of the provost’s decision, in consultation with the president, through an official paper letter distributed by the Office of Faculty Relations.

10. Who will retain access to historical eP&T dossiers?

- Candidates will retain access to their electronic P&T dossiers until otherwise notified by the Office of Faculty Relations. Other individuals retaining access to historical records include: candidates’ department chairs, candidates’ college deans (and/or their designees), and the Office of Faculty Relations.