1. **What are the minimum requirements to use the eP&T system?**

   **Hardware:** A desktop computer with a Microsoft Windows or Apple Macintosh operating system
   
   **Software:** Word 2007 or 2010 and Adobe Acrobat Professional
   
   **Other:** Access to the Internet

2. **Where will I upload my materials?**

   Materials are uploaded through the eP&T Workcenter that is accessed through the myUCF portal ([https://my.ucf.edu/](https://my.ucf.edu/)). For step-by-step assistance, please reference the eP&T resources located on the Office of Faculty Relations website ([www.facultyrelations.ucf.edu](http://www.facultyrelations.ucf.edu)).

3. **What materials are included in dossiers?**

   Materials required in dossiers can be referenced in the 2013-14 eP&T Guidelines currently posted on the Office of Faculty Relations website ([www.facultyrelations.ucf.edu](http://www.facultyrelations.ucf.edu)).

4. **Who will have access to see dossiers?**

   Dossiers are only 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 process of electronic dossiers follows the same routing as the paper-driven process. A step-by-step review is located on the Office of Faculty Relations website ([www.facultyrelations.ucf.edu](http://www.facultyrelations.ucf.edu)).

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

   For academic year 2013-14, only book one dossiers are electronic. Book two dossiers are not electronic. In addition, the external review of candidates is also not electronic.

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

   The Office of Faculty Relations has created several PowerPoint tutorial videos to guide individuals on how to perform their assigned duties within the electronic system. These videos can be referenced on the Office of Faculty Relations website ([www.facultyrelations.ucf.edu](http://www.facultyrelations.ucf.edu)).

8. **Can materials be added to dossiers after the process has begun?**

   Candidates’ may access their dossiers at any point in the process to add materials – up until the final recommendation by the provost and executive vice president. A PowerPoint tutorial video guiding candidates through this process is located on the Office of Faculty Relations website ([www.facultyrelations.ucf.edu](http://www.facultyrelations.ucf.edu)).
9. **How are candidates notified of the final determination on their files?**

Candidates will be notified of the provost and executive vice president’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.