

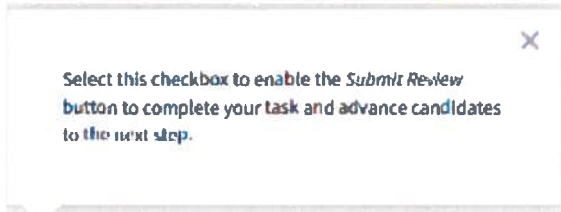
# FEA Office Hours – 10/24/25 Agenda

## 🌟 Welcome!

## 📄 Revisiting Questions/Comments from Our Last Session

### Ongoing confusion about the “Completed” status appearing when steps aren’t submitted

- Our vendor partners at Academic Analytics are aware of the problem and are working with their designers to find a solution. The pop-up that was recently added is a temporary fix.



### Will Courtesy Faculty be added to FEA?

- We will not be adding Courtesy Faculty to the platform, so those promotions will need to be handled outside of the system

## 📄 Friendly reminder

### Please send support requests to [FEA-support@mail.ufl.edu](mailto:FEA-support@mail.ufl.edu)

- Using the ticketing system as opposed to sending a Teams message or email ensures that we’re able to properly document and triage your issue.
- This mailbox is monitored on a constant basis, and we’ll do our best to respond as quickly as possible.

## ? This Week’s FAQs

### How can candidates submit updated dossiers in response to the Chair/Director letter?

- The candidates will receive an email notification with a link to the task in FEA. When they click that link, they’ll see a message that looks like this:

#### Faculty Response

In this Section, you have the option to add a written response to the Chair/Director Letter and/or upload an updated Candidate Dossier. Click [Here](#) for detailed instructions.

- The candidate will be able to download an *Updated Candidate Dossier*, which will only populate activities that have happened since their initial upload. Clarifications and additions can be added to the *Further Information* section.
- They will also have the option of uploading a response document or adding a note in the comment box provided.

### The Chair's Letter has errors; can we replace the file with a new one?

- Yes, you can move the workflow back to the *Chair/Director Letter Uploaded* step to allow the Chair to remove their letter and add a new one. To do so, navigate to the step that is currently in progress, click the three dots in the *Action* column next to the candidate's name, and select *Return to Prior Step*.

**Chair/Director Endorsement** In Progress [+ Expand All](#) [- Collapse All](#)

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**Candidates (1)** ^

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**All 1** Pending **0** Not Started **1** In Progress **0** Overdue **0** Submitted **0**

Filter Candidates.. Filter

Candidates per page: 20 ▼ Showing 1 - 1 of 1 Candidates

<input type="checkbox"/>	Faculty Name	Academic Unit	Start Date of Review <span>↓</span>	End Date of Review <span>↓</span>	No. of Review Authors	Status	Action
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Aug 19, 2025	-	1		<ul style="list-style-type: none"><li>View Portfolio</li><li>Add Portfolio Note</li><li>Remove/Withdraw Candidate</li><li><b>Return to Prior Step</b></li></ul>

**Review Step Properties** ▼

- Note: If the workflow is in the 10-day candidate response period, you'll need to proxy into the candidate's account, access the task, and click "submit review" to move the workflow forward. Once you return them to the *Chair/Director Letter Uploaded* step and the Chair adds a new letter, the 10-day response period will restart.

### 🗨 Save the Date!

- On Friday, 11/7 we'll discuss the new **Workflow Templates for Post Tenure Review**

### 🗨 Open Q&A

### ✅ Conclusion