

FEA Office Hours – 10/31/25 Agenda

🌟 Welcome!

📄 Revisiting Questions/Comments from Our Last Session

Creative Works Descriptions

- We will continue to encourage faculty to add explanations to the narrative sections in their dossiers. Please note that college leadership weighed in on the decision to exclude these, as there is no character limit and there was concern about the dossiers being too long.

Professional Development in the Educational Background Section

- We are still having internal discussions about whether to move these items, but we'll revisit this topic very soon.

Activity Reports for all P&T candidates in a given cycle

- We believe we can fulfill this request, but we'll need some time to create and test the report

📄 Friendly reminder

Please send support requests to 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](#)

Candidates (1) ^

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

Filter Candidates.. Filter

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

| <input type="checkbox"/> | Faculty Name | Academic Unit | Start Date of Review ↓ | End Date of Review ↓ | No. of Review Authors | Status | Action |
|--------------------------|--------------|---------------|-------------------------------------|-----------------------------------|-----------------------|--------|--|
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | Aug 19, 2025 | - | 1 | | <ul style="list-style-type: none">View PortfolioAdd Portfolio NoteRemove/Withdraw CandidateReturn to Prior Step |

Review Step Properties v

- 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