

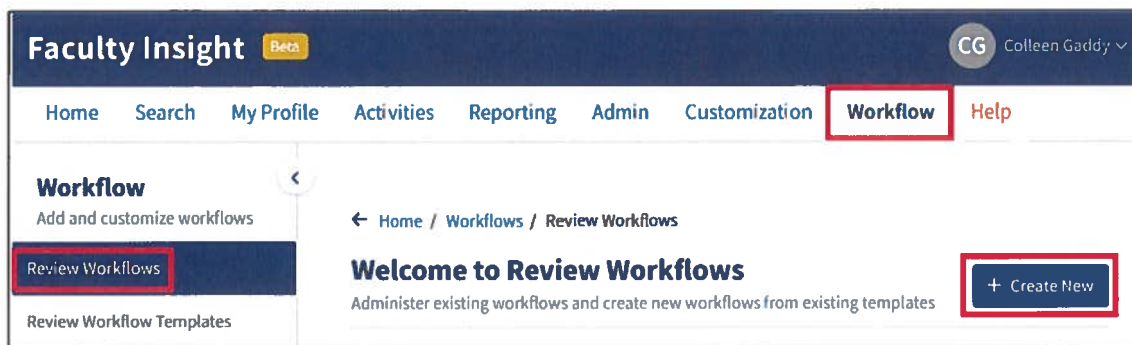
# FEA Office Hours – 11/7/25 Agenda

🌟 Welcome!

## 📄 Post Tenure Review

### Creating a Workflow

- Log in to [Faculty Insights](#) with your Gatorlink credentials
- Click the *Workflow* tab, then *Review Workflows*
- Click the *Create New* button

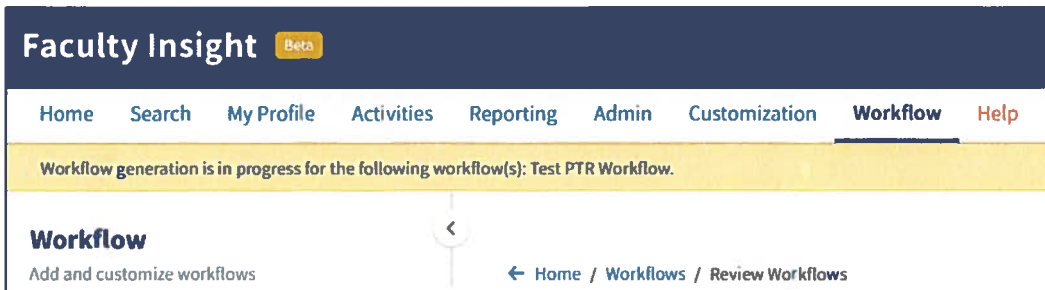


- In the *Review Workflow Template* dropdown box, select *Post Tenure Review*

A screenshot of the 'Create Workflow' form. The 'Workflow Type' is set to 'Other'. The 'Review Workflow Template' dropdown menu is open, showing 'Post Tenure Review' selected. Below this, there is a text input field for 'Workflow Name/Title'. The 'Select Candidates' section has a 'Select Users' button and shows '0 Selected Users'. The 'Workflow Start Date' field is set to 'MM/DD/YYYY' with a calendar icon. At the bottom right, there are 'Cancel' and 'Continue' buttons.

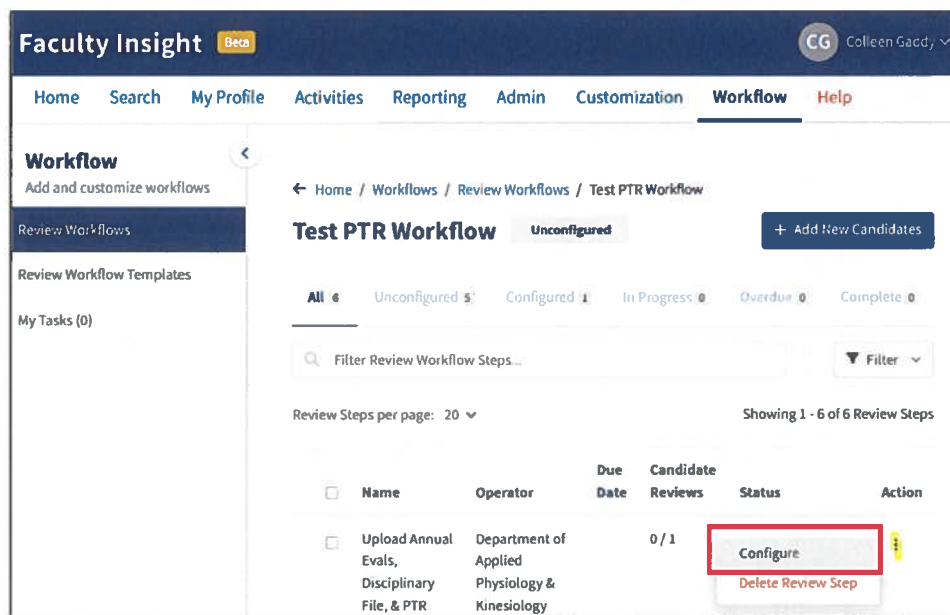
- Please use the following naming convention for the Workflow Name/Title:  
**College\_Unit\_PTR\_2025**
  - Eg. CLAS\_Astronomy\_PTR\_2025

- Click *Select Users* and add the appropriate faculty via the User Picker
- You can use today's date as the *Workflow Start Date*
- While the workflow is being created, you'll see the following yellow bar. When it is finished, the bar will turn green and the workflow will show up under *Review Workflows*.



### Configuring Work Steps

- For each step, click the three dots in the *Actions* column, then select “Configure.”



- Click *Set Reviewers and Review Author*

### Configure Workflow



- Use the *User Picker* to select the Review Author and Reviewers for each step
  - Note: The Review Author is the individual who will carry out the task to move the workflow to the next step. Reviewers should be added to gain access to the candidate portfolio, but they *will not* need to complete any tasks.
  - Since the *Upload Packet* step is intended to be carried out by the candidate, it has already been configured, and no changes are needed.
  - In the *College Faculty Review* step, the entire review panel should be added as Reviewers, and the person who answers the *Has this Candidate Been Reviewed* question should be the Review Author.

### **How is the Post Tenure Review Process different from Promotion & Tenure?**

- For PTR, candidates are asked to include only 5 years of data in their Candidate Dossiers (1/1/2021-12/31/2025)
- If a PTR candidate has a disciplinary file, administrators should share that file with the Chair/Director ***outside of the FEA platform*** prior to the Chair/Director Letter Upload step.
- The Post Tenure Review process has fewer steps. There are no External Letters, so a waiver decision isn't required, and there is no Department Faculty Review.
- While P&T includes a 10-day faculty response period after the Chair/Director Letter and Dean/Director letter, PTR only requires a 5-day response period after the Dean/Director Letter.

### **? Open Q&A**

#### **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.

#### **Conclusion**