

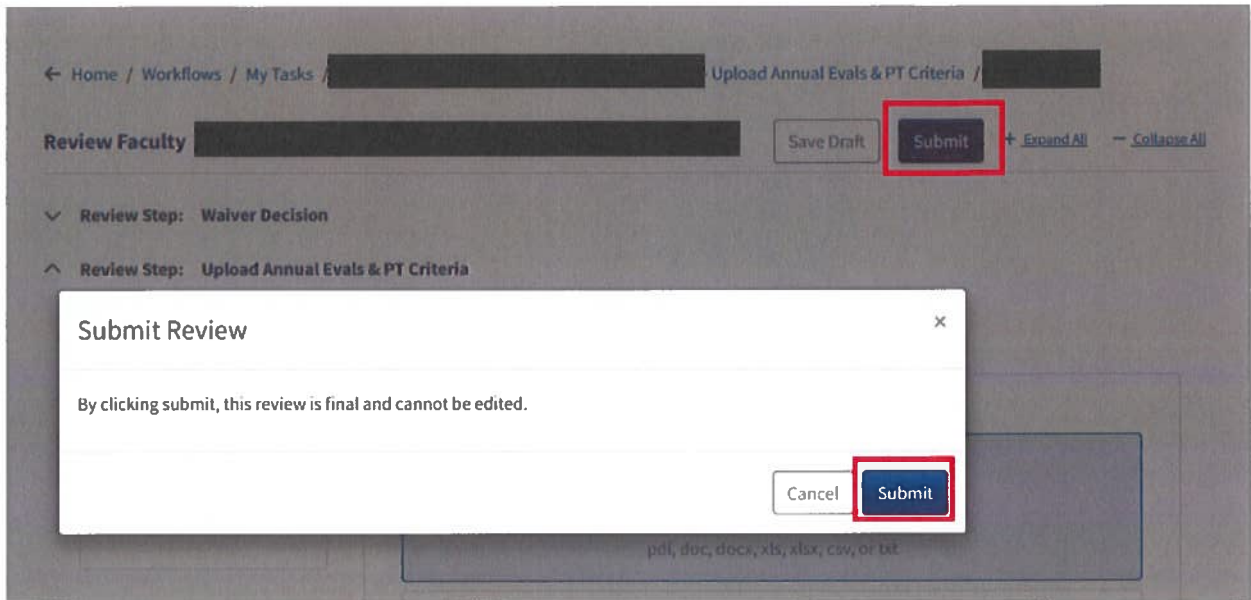
# FEA Office Hours – 12/5/25 Agenda

## 🌟 Welcome!

## 📄 New from Academic Analytics

**Review Authors no longer need to select candidates and click *Submit Review* to Advance the workflows**

- Now when you click the *Submit* button, you'll receive a message letting you know that the submission is final. Simply click *Submit* again and the workflow will move forward.



## ? Frequently Asked Questions

### Candidate Dossier Guidance

- As faculty are updating their information in the Activity Manager, they're reaching out to our office for guidance on which items should go in each section. If you are also fielding these questions, it may be helpful to direct them to the [Candidate Dossier Guide](#), which is included in the [FEA Toolkit](#).

## ? 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