




FEA Office Hours – 8/15/25 Agenda

Welcome!

Updates from Our Vendor Partners at Academic Analytics

-  **We are now able to edit workflow names!**
In the *Review Workflows* page, click the three dots in the *Actions* column next to the workflow you'd like to edit, then choose **Edit**.
 -  **Grant data issue resolved**
We received word that some grants weren't populating correctly from UFIRST. We reported this issue to AcA and it has been resolved.
 -  **College of Medicine:**
 - New Innovations course evaluations have been uploaded to candidates' Activity Managers, but AcA is still working to map them to the dossier. This should be finished very soon.
 - We've received word that AcA has an incomplete RVU data file. I'm working with UFIT and AcA to resolve this issue right away.
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Pre-Submitted Questions

How do we grant security access to new administrators?

- First have them complete the appropriate training ([UF_FEA101_OLIT](#) for Departmental Administrators, [UF_FEA102_OLIT](#) for College Administrators).
- Then email fea-support@mail.ufl.edu requesting the correct roles.

Configuring the Department Faculty Review & College Faculty Review steps:

- The applicable review committee members should be added as **Reviewers**.
- The **Review Author** should be the person carrying out the task (this can be an administrator).
- If you add more than one Review Author, **both will be required** to submit the task before moving to the next step in the workflow.
- **Can faculty reviewers access/view the packet in this step?** Yes. More on this can be found on page 11 of the [FEA Workflow Instruction Guide](#).
- Once the review and voting occur outside of the FEA system, only the Review Author can enter the votes in the workflow.

Batch processing explained:

- On page 13 of the [FEA Workflow Instruction Guide](#), you will find instructions for the Review Editor to complete the Department Faculty Review for multiple candidates at once.

Can an administrator proxy in to complete the Chair/Dean Letter Upload & Chair/Director Endorsement steps?

- Yes. An administrator can proxy in.
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Open Q&A

Conclusion
