

# FEA Office Hours – 8/22/25 Agenda

👋 Welcome!

## 📌 Updates from Our Vendor Partners at Academic Analytics

- Peer Teaching Evaluations are no longer required in the *Upload Packet* step.
- Issues with *Other Pedagogical Activities* not populating into dossiers have been resolved.
- Dates in the *Presentation* section that previously displayed as ranges (e.g., *August 21–21, 2025*) now display correctly as single dates.
- New Innovations data will begin populating into dossiers soon.
- The complete RVU files have been uploaded and should begin populating soon as well

## ? Outstanding Questions from Last Week

- **Can reviewers have a “View All” button to access the Candidate Dossier, Peer Teaching Evals, Annual Evals, and PT Criteria in one file?**
  - Not available this year but added to the feature backlog for next year.
    - However, the files show up on one page in the *Department Faculty Review* task, so reviewers will just need to click the links to open each of them (Screenshot pasted below).

The screenshot displays two review steps in a web application. The top step is 'Review Step: Upload Annual Evals & PT Criteria'. It features a left-hand navigation menu with 'Overview' selected, and sub-items for 'Reviewer', 'Documents', 'Annual Evaluation', and 'Promotion & Tenure/Permanent Status Criteria'. The main content area shows 'Reviewer 1 - Colleen Marie Gaddy' with a submission date of August 08, 2025. Under 'Documents', there are two items: 'Annual Evaluation' with a PDF icon and the filename 'FEA-Workflow-Instruction\_Guide.pdf', and 'Promotion & Tenure/Permanent Status Criteria' with a PDF icon and the filename 'FEA-How-to-create-a-Review-Workflow.pdf'. The bottom step is 'Review Step: Upload Packet'. Its navigation menu includes 'Overview', 'Reviewer', 'Documents', 'Peer Teaching Evaluation', 'Candidate Dossier', 'Forms', 'Certify Dossier', 'Annotations', and 'Impersonation Annotation'. The main content area shows 'Reviewer 1 - [REDACTED]' with a submission date of August 20, 2025. Under 'Documents', there is one item: 'Peer Teaching Evaluation' with a PDF icon and the filename 'Candidate Dossier Template\_ Upd 7-17-25.pdf'.

- **Can we include the descriptions added to the Creative Works section in dossiers?**
  - Descriptions have no character limits in FEA, so adding them could make dossiers excessively long.
  - Recommendation: Add needed explanations to the narrative responses.

- **Can faculty push workflows forward if they don't need the 10-day response period?**
  - Workflows move automatically after the 10-day response period has ended.
  - If a candidate submits a comment, the workflow moves forward immediately. Therefore, candidates can enter a short note in the comment box to expedite the process

#### Pre-Submitted Questions

- **A candidate reported incorrect degree information in their dossier. How can this be corrected?**
  - Have the candidate review the comment in the *Educational Background* section of the Candidate Dossier Template.
  - If issues remain, they should contact [ufhr-employment@ufl.edu](mailto:ufhr-employment@ufl.edu).
- **Can faculty reviewers/voters be added before completing the *Upload Annual Evals & PT Criteria* step?**
  - Yes. You can make changes to a work step at any time as long as the status is not *In Progress* or *Complete*.
    - Note: completing the *Upload External Letters* task moves the workflow to the *Department Faculty Review* step, after which reviewers cannot be added/removed.
- **Where should External Letter templates be uploaded?**
  - Please include these with the bio sketches and external letters in the *Upload External Letters* work step.

#### Open Q&A

#### Conclusion