

FEA Office Hours – 8/29/25 Agenda

🌟 Welcome!

📄 Clarifications

Last week, I mentioned that candidates will have three opportunities to update their dossiers in the workflow. To clarify:

- A response and updated dossier may be submitted during the Chair/Director Uploaded and Dean/Director Letter steps.
- During the University Review step, candidates may only add new activities (e.g., funded grants, publications) that occur after the initial packet upload.

? This Week's FAQs

When will FEA be implemented for Annual Evaluations, Distinguished Professorships, and Post Tenure Review?

- We are working to develop Candidate Dossiers and modified workflows for these functions, with the goal of using FEA in the 2025–26 cycle.

I've uploaded documents in the Upload Annual Evals & Criteria step, but the workflow isn't advancing.

- After selecting the task on your FEA homepage, uploading the required files, and clicking *Save and Complete*, you must also check the box next to each candidate name and select *Submit Review*. Once this step is complete, the workflow will move forward to the *Upload Packet* step.

The screenshot shows the 'Review Workflows' interface. On the left, there's a sidebar with 'My Tasks (2)'. The main area has a filter for 'All' and a search bar for 'Filter Candidates'. Below that, it says 'Candidates per page: 20' and 'Showing 1 - 4 of 4 Candidates'. A table lists four candidates, each with a checked checkbox, a 'Faculty Name' (blacked out), an 'Academic Unit' (blacked out), and a 'Status' of 'Completed'. To the right of the table is a 'Review Faculty' button with a right arrow. Above the table, there's a '4 Candidates Selected' indicator, a 'Clear Selection' button, and a 'Submit Review' button circled in red. A 'Get Help' button is in the bottom right corner.

I'm trying to add a reviewer to a workflow, but they aren't showing up in the dropdown box.

- If this occurs, please contact fea-support@mail.ufl.edu so our team can help troubleshoot.

Tips for helping faculty download and complete their Candidate Dossiers:

- Encourage candidates to review the [Annotated Dossier Template](#). It provides guidance for narrative responses and indicates where dossier sections are populating from.
- Many candidates are confused because they know they need to upload their dossiers, but the workflow task hasn't yet been assigned to them yet. Regular check-ins can help ensure candidates understand where they are in the process.

 **Open Q&A**

Conclusion