

FEA Office Hours– August 8, 2025 Agenda

- Introduction:
 - Welcome, Introductions, etc.
 - Review Agenda
- Workflow Overview:
 - Workflows are already set up at this time, so we won't cover this process. If anyone still needs assistance with this, please reach out and we can connect in a separate Zoom meeting
 - Upload Annual Evals & PT Criteria Work Step
 - *Review Author* should be the departmental administrator, or the person in the department who will upload the files
 - For each work step, you can click to expand the *Required Forms, Documents, and System Vita* section to see what will need to be submitted to move on. For this step, Annual Evaluations and Promotion & Tenure/Permanent Status Criteria will need to be uploaded.
 - When the workflow moves to this step, the *Review Author* will receive a task on their FEA home screen. They'll click on the task, upload the files, and click Save & Complete.
 - Step still in progress after uploading? In My Tasks, click the box next to the candidates name, and click "Submit Review."
 - Upload Packet Work Step
 - No need to configure this step. The candidate will be responsible for editing and reviewing the data that populates into the dossier.
 - Faculty should be directed to use the Annotated Dossier Template which breaks down each section, shows where the data is feeding from, and gives guidance on narrative responses.
 - AcA scours the internet for records and some of the entries they add to the activity manager may contain inaccuracies. To remove these records from the dossier, candidates can click the three dots in the *Actions* column next to the entry and toggle on the *Exclude from CV Reporting* bar.
 - New entries can be added by clicking the *Create Record* button in the upper right-hand corner of the screen.
- Friendly Reminders & Updates:
 - Configure your work steps! Many units have steps that aren't configured yet, and the workflow will not move on to the next step if it hasn't been configured.
 - Work steps with a status of *In Progress* or *Complete* can no longer be edited. If you find that you need to go back and edit one of these steps, feel free to reach out to fea-support@mail.ufl.edu for assistance.
 - Spring 2025 Effort
 - If a candidate reaches out to tell you that their Spring 2025 effort is not showing up in their Activity Manager or Candidate Dossier, please have them verify that it was certified in PeopleSoft. Please note that it will take some time to populate into the FEA system, so it may not show up immediately after they certify.
 - College of Medicine New Innovation evaluations
 - We are still working to get this data uploaded into the platform. I've been assured that it has been sent by UF Health IT and I'm expecting it to start showing up by Wednesday, August 13.
- Q&A
- Wrapping up and Discussing Next Steps