

FEA Office Hours – 9/12/25 Agenda

🌟 Welcome!

📄 FEA Updates

- Administrators can now click the candidate's name in the *Review Workflow* tab to view their packet.

The screenshot shows the Faculty Insight interface. The top navigation bar includes Home, Search, My Profile, Activities, Reporting, Admin, Customization, Workflow, and Help. The main content area is titled 'Workflow' and contains a table of review steps. A red arrow points to the candidate name in the 'Operator' column of the first row.

| Name | Operator | Due Date | Candidate Reviews | Status | Action |
|-----------------|------------|----------|-------------------|----------|--------|
| Waiver Decision | [Redacted] | | 1/1 | Complete | |
| Waiver Decision | [Redacted] | | 1/1 | Complete | |
| Waiver Decision | [Redacted] | | 1/1 | Complete | |

The screenshot shows the Candidate Portfolio page for a specific candidate. It displays detailed information for the 'Waiver Decision' review step, including reviewer information, forms, and documents.

Review Step: Waiver Decision

Reviewer: [Redacted]

Forms:

- Waiver Decision:** The Nominee (Does/Does Not) Waive His/Her Right to Review Letters of Evaluation: Does. Today's Date: 07/23/2025.

Review Step: Upload Annual Evals & PT Criteria

Reviewer: [Redacted]

Documents:

- Promotion & Tenure/Permanent Status Criteria:** [Redacted]
- Annual Evaluation:** [Redacted]

- Default notification settings are being updated so candidates will only receive emails when they have a task due, rather than each time their workflow moves to a new step.

Notify Me:

When I have an unsubmitted task

As my portfolio progresses through each workflow step

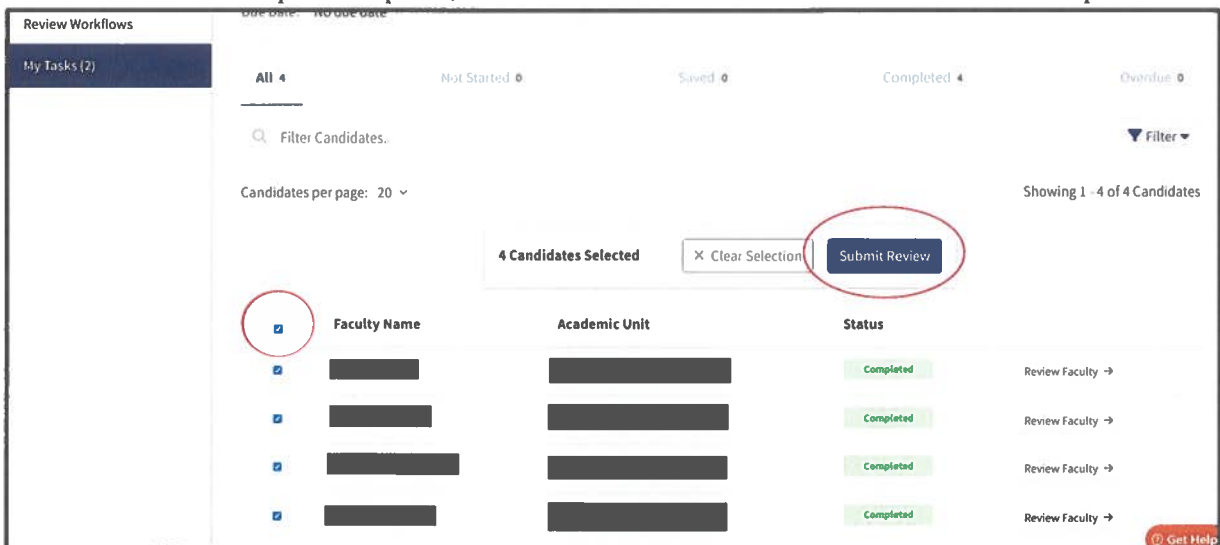
General FEA Workflow Review

- **FEA Definitions:**
 - **Reviewer** – An individual with access to a workflow step
 - **Review Author** – The person responsible for completing the task and moving the workflow forward.
- **The Review Workflow Tab:**
 - Visible only to administrators; used to track and make changes to workflows.
 - Not for completing assigned tasks. Those must be accessed through your FEA homepage, the My Tasks tab, or the notification email you receive when a task is assigned.
 - Use caution when making changes! You should never need to delete a Promotion & Tenure work step if the correct template as used to create a workflow.

? This Week's FAQs

I've uploaded documents in the *Upload Annual Evals & Criteria* or *Upload External Letters* 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 next step.



The screenshot shows the 'Review Workflows' interface. On the left, there's a sidebar with 'My Tasks (2)'. The main area displays a table of candidates. At the top, there are filters for 'All 4', 'Not Started 0', 'Saved 0', and 'Completed 4'. Below that, there's a search bar 'Filter Candidates.', a dropdown for 'Candidates per page: 20', and a 'Filter' button. The table has columns for 'Faculty Name', 'Academic Unit', and 'Status'. Each row has a checkbox in the 'Faculty Name' column, which is circled in red. The 'Status' column shows 'Completed' for all four candidates. At the bottom right of the table, there's a 'Submit Review' button, also circled in red. A 'Get Help' button is visible in the bottom right corner.

| Faculty Name | Academic Unit | Status |
|-------------------------------------|---------------|-----------|
| <input checked="" type="checkbox"/> | [Redacted] | Completed |
| <input checked="" type="checkbox"/> | [Redacted] | Completed |
| <input checked="" type="checkbox"/> | [Redacted] | Completed |
| <input checked="" type="checkbox"/> | [Redacted] | Completed |

Can in-progress publications be added to a candidate's packet?

- Yes, a list of submitted publications may be included in Section 27. *Further Information*.

When can I add the review panel to the *Department Faculty Review* step?

- This step can be configured at any time if it is not *In Progress* or *Complete*. Note: The workflow moves to this step immediately after administrators upload External Letters, so reviewers must be added correctly by then.

If a candidate is added as a reviewer in their own *Department Faculty Review* step, will they have access to their packet?

- Yes. Anyone listed in this step can access the packet. ***Please review carefully to ensure candidates do not have access to their External Letters.***

Can administrators move the workflows back to previous steps without assistance from the Office of the Provost?

- Yes, but note that reviewers will receive new notifications, and tasks must be resubmitted. For help, contact FEA-support@mail.ufl.edu

Are there instructions for Faculty to upload their updated dossiers in response to the Chair/Director letter?

- Yes. A document has been added to the Faculty Promotion Partners Team in the *Files* tab under *Documents>General>Workflow & Process Management*.

Where can I find recordings and agendas for past Office Hour meetings?

- These have also been uploaded to the Faculty Promotion Partners Team under *Documents>General>Workflow & Process Management*

 **Open Q&A**

 **Conclusion**