

# FEA Office Hours – 9/19/25 Agenda

🌟 Welcome!

## 📄 Announcements and Tips

Please send support requests to [FEA-support@mail.ufl.edu](mailto:FEA-support@mail.ufl.edu)

- Using the ticketing system as opposed to sending a Teams message or email ensures that we're able to properly document and triage the issue.
- This mailbox is monitored on a constant basis, and we'll do our best to respond as quickly as possible.

## Configuring the *Department Faculty Review Step*

- ***Please be careful when adding the review panel to this step!***
- If you have individuals at different levels in the same workflow and need to set recusals, it may be helpful to create a spreadsheet ahead of time, so you have a clear guide to work from.

### Recusals

	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6
<b>Candidates</b>	<input type="checkbox"/> Recuse <input type="checkbox"/> All	<input type="checkbox"/> Recuse <input type="checkbox"/> All	<input type="checkbox"/> Recuse <input type="checkbox"/> All	<input type="checkbox"/> Recuse <input type="checkbox"/> All	<input type="checkbox"/> Recuse <input type="checkbox"/> All	<input type="checkbox"/> Recuse <input type="checkbox"/> All
	Candidate 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Candidate 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Candidate 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Candidate 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Please contact [fea-support@mail.ufl.edu](mailto:fea-support@mail.ufl.edu) *as soon as possible* if you suspect that someone has viewed a packet they shouldn't have access to.

## ? 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', 'Completed 4', and 'Overdue 0'. Below the filters, 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'. There are four rows of candidates, each with a checked checkbox in the 'Faculty Name' column. Above the table, there's a summary '4 Candidates Selected' and a 'Submit Review' button, which is circled in red. A 'Clear Selection' button is also visible. The status for all candidates is 'Completed'. A 'Get Help' button is 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

**I received an additional External Letter after the *Upload External Letters* step was completed. Can I still add it to the workflow?**

- Yes, if the *Enter Votes* step has not yet been completed, you can move the candidate back to *Upload External Letters* and add the additional letter. **Once votes have been entered, the workflow cannot be moved back, and any new letters will need to be added in a later step.** Please reach out to us at [fea-support@mail.ufl.edu](mailto:fea-support@mail.ufl.edu) for assistance.

Open Q&A

Conclusion