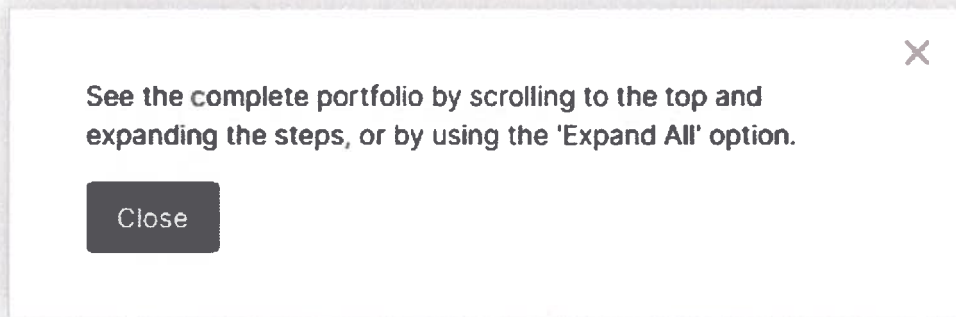


FEA Office Hours – 9/26/25 Agenda

🌟 Welcome!

📄 FEA Updates

- When reviewers access candidate packets, they will now see the following pop-up reminder to click *Expand All* to view the documents:



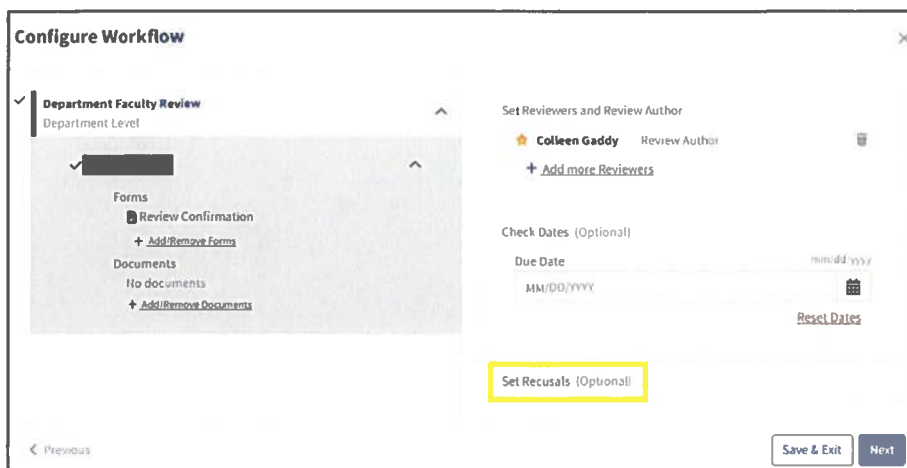
📄 Friendly reminders

Please send support requests to 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
Candidates	<input type="checkbox"/> Recuse All	<input type="checkbox"/> Recuse All	<input type="checkbox"/> Recuse All	<input type="checkbox"/> Recuse All	<input type="checkbox"/> Recuse All	<input type="checkbox"/> Recuse 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"/>

You'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 a web interface for managing review workflows. On the left, there's a sidebar with 'Review Workflows' and 'My Tasks (2)'. The main area displays a list of candidates with columns for 'Faculty Name', 'Academic Unit', and 'Status'. All four candidates have their 'Status' set to 'Completed'. A red circle highlights the first checkbox in the 'Faculty Name' column. Above the table, there's a summary bar that says '4 Candidates Selected' and a 'Submit Review' button, which is also circled in red. Other UI elements include a search bar for candidates, a filter dropdown, and a 'Get Help' button 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

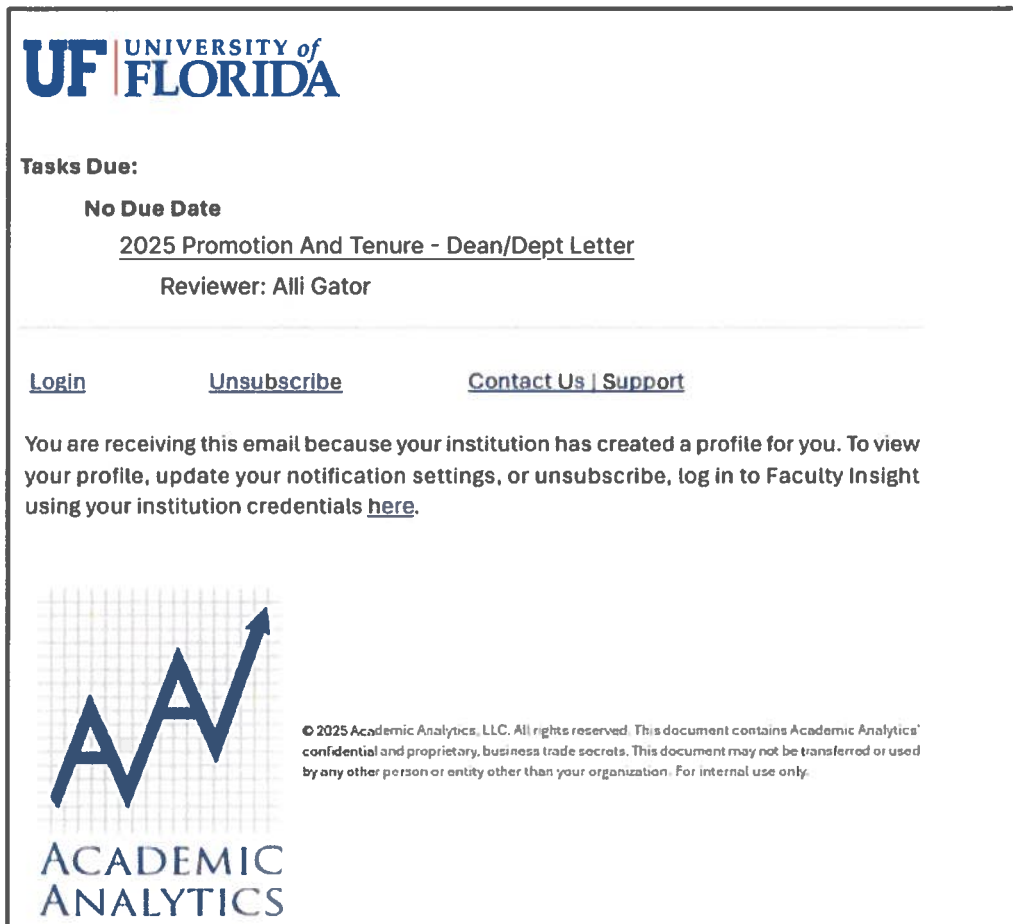
? This Week's FAQs

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 for assistance.

How can candidates submit updated dossiers in response to the Chair/Director letter?

- The candidates will receive an email notification that looks like this:



- [Click here](#) to access step-by-step instructions in the Teams files

Open Q&A

Conclusion