

Online Promotion & Tenure (OPT) Instructions University Level Review

1. TURN OFF POP-UP BLOCKER:
 - In Explorer: >Tools>Pop-up Blocker>Off
 - In Safari:>Safari>Unblock Popup Windows
2. Using your Gatorlink information, log into MyUFL: <http://my.ufl.edu>
3. Go to Nav Bar (3 lines in upper right corner) > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure > Promotion and Tenure Review. The screen will display a Search field.
4. Enter the ID number or last name for the individual under review according to the list provided. Clicking on the name of an individual then will take you to the packet for that candidate.
5. Once selected, there will be two tabs at the top of each candidate file:
 - “Promotion & Tenure Cover Sheet” (the default location)
 - “Packet”
 - You can toggle back and forth between the “Cover Sheet” and the “Packet” in each individual’s file.
 - The “Cover Sheet” contains general identifying information, including title, whether promotion and/or tenure, department and college assessments, etc.
 - The “Packet” screen will provide a list of items by “Category” that are available for you to view. These items constitute the entire packet for an individual candidate.

Notes:

The online files will be available to you at any place and time you have internet access and can sign into MyUFL. Apple Users: OPT works with Safari, but Chrome or Firefox may provide better functionality.

The OPT team recommends accessing individual documents from the “Packet” screen. You can use the “View All” button to have the system compile all the documents into one. Note that in general the “View All” button works well; however, some PDF files do not load properly depending on their size and how they were saved. If this happens, just select individual documents.

You will only be able to view the documents. You will not be able to make any notes in the file or enter any changes to any items in the Packet or Cover Sheet.