OPT Security Roles

UF_HR_OPT College Admin	College Online Promotion and Tenure (OPT) administrator access to: Enter the Dean and his or her designees Enter the college promotion and tenure review committee Enter the vote count from the college committee Add/update the list of eligible faculty for the tenure and promotion process Enter the designated department review committee for each faculty member Enter the current department Chair or Director and his or her designees Review Tenure and Promotion Packets, and recycle them for review or move them forward to the department committee and department chair Enter the vote count from the department committee.
UF_HR_OPT College Dean	College dean or designee access within the Online Promotion and Tenure (OPT) module to: Review tenure and promotion packets for employees in their college Upload letters of endorsement Upload responses to faculty members that have responded to dean's letter Move the Tenure and Promotion packet forward to the APB level of the process Upload responses to APB queries
UF_HR_OPT College Import	College access within the Online Promotion and Tenure (OPT) module to Upload an xml file of publication references View and update the uploaded publication reference data Add publications for promotion and tenure
UF_HR_OPT Dept Admin	Department Online Promotion and Tenure (OPT) administrator access to: Add/update the list of eligible faculty for the tenure and promotion process Enter the designated department review committee for each faculty member Enter the current department chair or director and his or her designees Review Tenure and Promotion Packets, recycle them for review or move them forward to the department committee and department chair

	Enter the vote count from the department committee
UF_HR_OPT Dept Chair	Department chair or designee access within the Online Promotion and Tenure (OPT) module to: Review tenure and promotion packets for employees in their department Upload letters of endorsement Upload responses to faculty members that have responded to chair's letter Move Tenure and Promotion packet forward to the college level of the process Upload responses to APB queries