



DIVISION OF ACADEMIC AFFAIRS

PROMOTION & TENURE SITE USER GUIDE

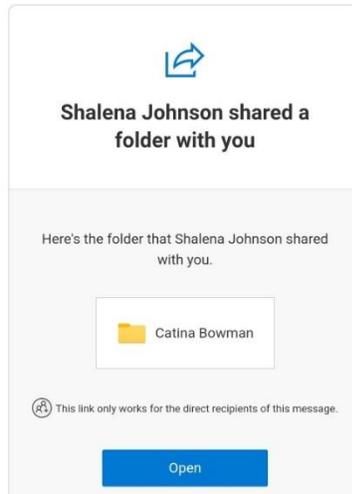
Fall 2020

Dr. Connie Walton
Provost, Vice President of Academic Affairs

ACCESSING THE PROMOTION AND TENURE SITE

The Promotion and Tenure Site access will be limited to the candidates and reviewers for the current academic year. The candidates and evaluators will receive a shared file to gain access to the Promotion and Tenure Site.

Once you received the shared file, click on the file and then you will be prompted to login with your Office 365 Credentials.



Sign in

Tell us the account you want to use to open
[AllItems.aspx](#).

johns@gram.edu

No account? [Create one!](#)

Next



johnsons@gram.edu

Enter password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

After you have logged in click on Promotion and Tenure

→**THEN** you will see your assigned folder(s).

(For Example, the Dean will see their assigned college, and The Candidate will see only their folder).

→**CLICK** to open your folder

Candidate will see the following:

 Promotion and Tenure Site ★ Following  St

Home + New ↑ Upload ✎ Quick edit 🔗 Share 🔗 Copy link 🔄 Sync ↓ Download ⋮ ☰ All Documents 🔍 🕒

Promotion & Tenure

Promotion & Tenure > College of Business > **Catina Bowman**

 Name	Modified	Modified By	Sign-off status	+ Add column
 Application	About an hour ago	Shalena Johnson		
 Blank Documents	About an hour ago	Shalena Johnson		
 Community and Social Service Experiences	About an hour ago	Shalena Johnson		
 Current Evaluations	About an hour ago	Shalena Johnson		
 Current Vitae	About an hour ago	Shalena Johnson		
 Letter of Intent	About an hour ago	Shalena Johnson		

[Return to classic SharePoint](#)

Department Head's & College Committee will see the following:

 Promotion and Tenure Site

Home + New ↑ Upload ✎ Quick edit 🔗 Share 🔗 Copy link 🔄 Sync ↓ Download 📄 Export to Excel 🔗 Power Apps ⚙️ Automate ⋮

Promotion & Tenure

Promotion & Tenure > **College of Business**

 Name	Modified	Modified By	Sign-off status	+ Add column
 Accounting & Information Systems	September 22	Shalena Johnson		
 Management & Marketing	September 22	Shalena Johnson		

The Dean's will see the following:

 Promotion and Tenure Site

Home + New ↑ Upload ✎ Quick edit 🔗 Share 🔗 Copy link 🔄 Sync ↓ Download 📄 Export to Excel 🔗 Power Apps ⚙️ Automate ⋮

Promotion & Tenure

Promotion & Tenure > **College of Professional Studies**

 Name	Modified	Modified By	Sign-off status	+ Add column
 Criminal Justice	September 22	Shalena Johnson		
 Mass Communications	September 22	Shalena Johnson		
 School of Nursing	September 22	Shalena Johnson		
 School of Social Work	September 22	Shalena Johnson		

The University Promotion and Tenure Committee, Provost and President will see the following:

The screenshot shows the SharePoint interface for the 'Promotion and Tenure Site'. The left sidebar contains navigation options: Home, Promotion & Tenure (selected), Pages, Site contents, Recycle bin, and Edit. The main content area displays a list of folders under the heading 'Promotion & Tenure'. The table below shows the details of these folders.

Name	Modified	Modified By	Sign-off status	+ Add column
College of Arts & Science	5 days ago	Shalena Johnson		
College of Business	5 days ago	Shalena Johnson		
College of Education	5 days ago	Shalena Johnson		
College of Professional Studies	5 days ago	Shalena Johnson		

→**CLICK** on the folder associated with your department

You will see the Candidates that are in your department

Reviewing the Candidate's e-Portfolio

→**CLICK** on the Candidate's Name

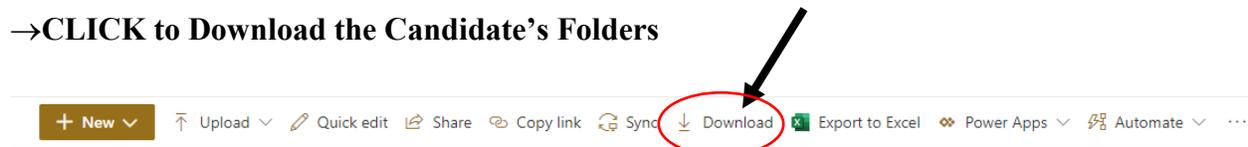
The screenshot shows the SharePoint interface for the 'Promotion and Tenure Site', specifically within the 'College of Business' folder. The left sidebar is the same as in the previous screenshot. The main content area displays a list of items under the heading 'Promotion & Tenure > College of Business'. The table below shows the details of these items.

Name	Modified	Modified By	Sign-off status	+ Add column
Applicant Template	Monday at 12:18 PM	Shalena Johnson		
Catina Bowman	About an hour ago	Shalena Johnson		

Promotion & Tenure > College of Arts & Science > Candidate Template

Name	Modified	Modified By	Sign-off status	+ Add column
Application	September 24	Shalena Johnson		
Community and Social Service Experiences	September 24	Shalena Johnson		
Current Vitae	September 24	Shalena Johnson		
Documents & Forms	September 24	Shalena Johnson		
Letter of Intent	September 24	Shalena Johnson		
Professional Work Experience	September 24	Shalena Johnson		
Student Teaching Evaluation	September 24	Shalena Johnson		
University Service Experience	September 24	Shalena Johnson		

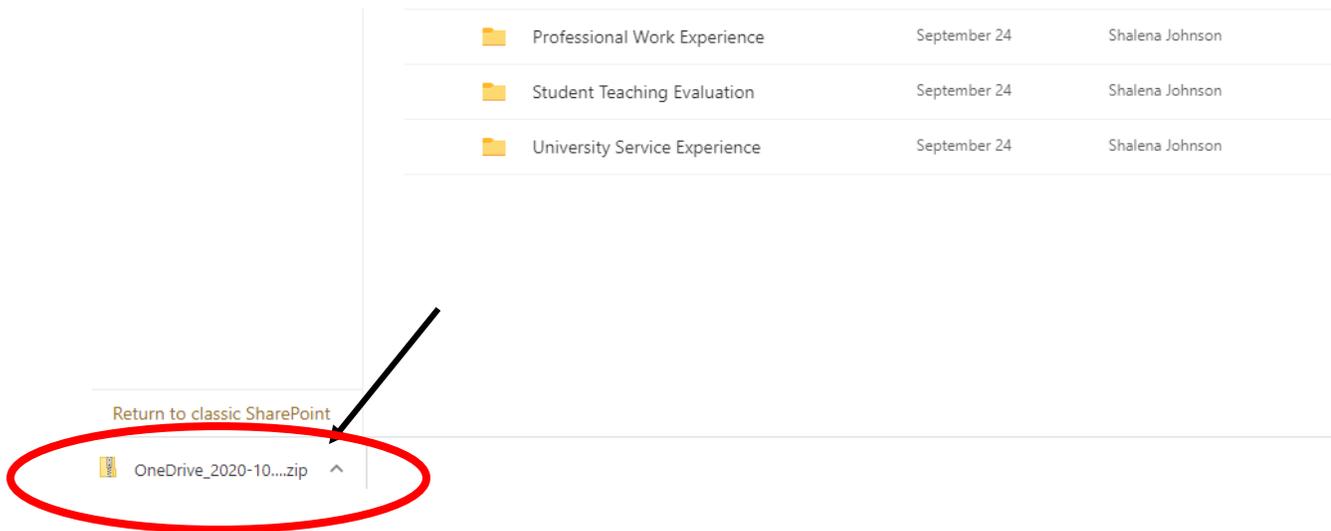
→CLICK to Download the Candidate's Folders



Promotion & Tenure > College of Arts & Science > Candidate Template

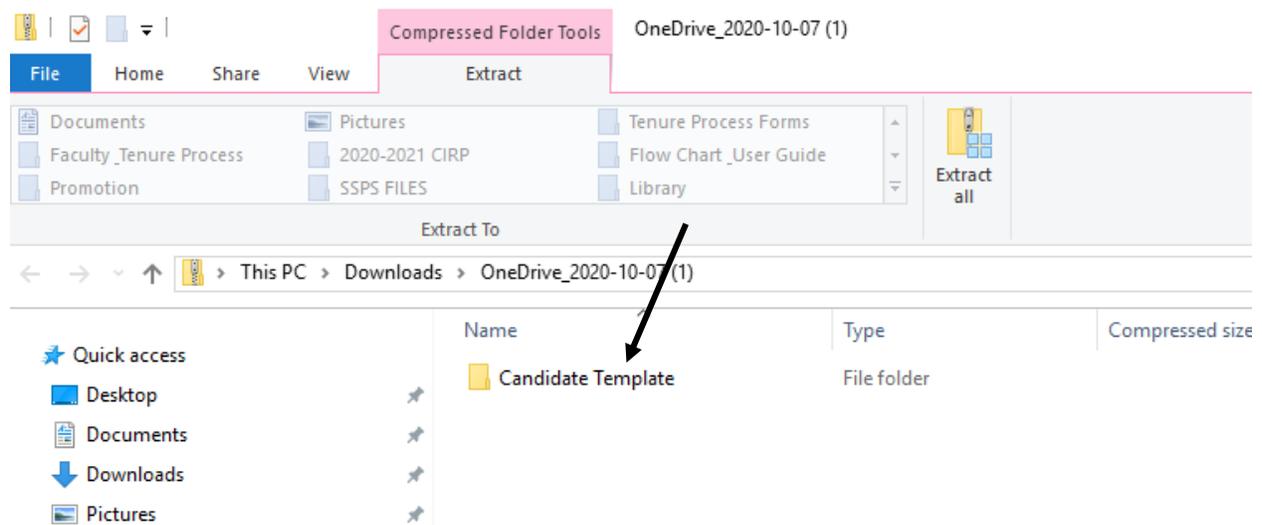
Name	Modified	Modified By	Sign-off status	+ Add column
Application	September 24	Shalena Johnson		
Community and Social Service Experiences	September 24	Shalena Johnson		
Current Vitae	September 24	Shalena Johnson		
Documents & Forms	September 24	Shalena Johnson		
Letter of Intent	September 24	Shalena Johnson		
Professional Work Experience	September 24	Shalena Johnson		
Student Teaching Evaluation	September 24	Shalena Johnson		
University Service Experience	September 24	Shalena Johnson		

Then file will appear at the bottom of the screen



→**CLICK** on the file and it will begin to download

→**CLICK** on the Candidate Folder



→**CLICK** on each folder to review the Candidate's information

Name	Type	Compressed size	Password ...	Size
Application	File folder			
Community and Social Service Exp...	File folder			
Current Vitae	File folder			
Documents & Forms	File folder			
Letter of Intent	File folder			
Professional Work Experience	File folder			
Student Teaching Evaluation	File folder			
University Service Experience	File folder			

→**CLICK** on the folder of which the Candidate falls under, to review the Candidate's Folders

→ In the departmental folders will be the Candidate's folder

CANDIDATE & EVALUATOR uploading Files

Once the candidate has opened their folder, they will begin uploading their documents within the designated folder.

The screenshot shows the 'Promotion and Tenure Site' interface. The breadcrumb path is 'Promotion & Tenure > College of Business > Catina Bowman'. A table lists the folders and their details:

Name	Modified	Modified By	Sign-off status	+ Add column
Application	About an hour ago	Shalena Johnson		
Blank Documents	About an hour ago	Shalena Johnson		
Community and Social Service Experiences	About an hour ago	Shalena Johnson		
Current Evaluations	About an hour ago	Shalena Johnson		
Current Vitae	About an hour ago	Shalena Johnson		
Letter of Intent	About an hour ago	Shalena Johnson		

→**CLICK** on the each Folder and upload required documentation

The screenshot shows the SharePoint interface for the 'Promotion and Tenure Site'. The breadcrumb path is 'Promotion & Tenure > College of Arts & Science > Candidate Template'. A table lists several folders:

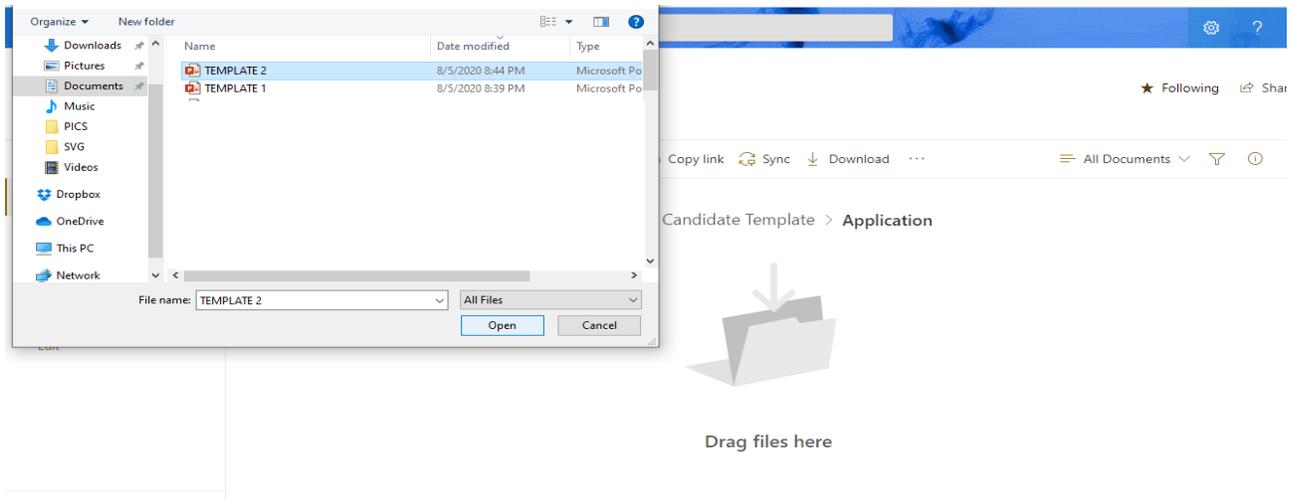
Name	Modified	Modified By	Sign-off status
Application	Monday at 10:02 AM	Shalena Johnson	
Blank Documents	Monday at 10:47 AM	Shalena Johnson	
Community and Social Service Experiences	Monday at 10:02 AM	Shalena Johnson	
Current Evaluations	Monday at 10:02 AM	Shalena Johnson	
Current Vitae	Monday at 10:02 AM	Shalena Johnson	
Letter of Intent	Monday at 10:02 AM	Shalena Johnson	

→**CLICK** on upload

→Then **CLICK** on file

→Then the Candidate will begin to upload their documents for that folder.

The screenshot shows the 'Upload' menu open in the SharePoint interface. The breadcrumb path is 'Promotion & Tenure > College of Arts & Science > Candidate Template > Application'. The menu options are 'Files', 'Folder', and 'Template'. Below the menu, there is a 'Drag files here' prompt with a folder icon and a downward arrow.



After you have selected and open your file, it will be added to your folder. You will complete this step until you have uploaded all required documentation.

*(**Please note you will not upload in the Current Evaluation Folder)*

Make sure to check each folders to ensure that all documentation was uploaded successfully.

REVIEWERS/EVALUATORS

When the Dean, Department Head or the College Committee logs on they will see the following. You will only have access to your specific college candidates.

→ **CLICK** on the Folder based on your Title

 Promotion and Tenure Site

Home **+ New** Upload Quick edit Share Copy link Sync Download Export to Excel Power Apps Automate ...

Promotion & Tenure

Pages

Site contents

Recycle bin

Edit

Promotion & Tenure > College of Arts & Science > Candidate Template > **Current Evaluations**

Name	Modified	Modified By	Sign-off status	+ Add column
College Promotion and Tenure Committee ...	September 24	Shalena Johnson		
Dean's Evaluation	September 24	Shalena Johnson		
Department Head's Evaluation	September 24	Shalena Johnson		
Evaluation Forms	September 24	Shalena Johnson		
Peer Review Evaluation	September 24	Shalena Johnson		
University's P&T Committee Evaluation	September 24	Shalena Johnson		

You will be able to see all the Candidates Folders.

→**CLICK** on each of the Candidates folders to review their documentation.

Promotion & Tenure > College of Educational & Graduate Studies > Curriculum and Instruction & Educational Leadership

Name	Modified	Modified By	Sign-off status	+ Add column
Candidate Folder	September 25	Shalena Johnson		
Candidate Folder	September 25	Shalena Johnson		
Educational Leadership Evaluations	About an hour ago	Shalena Johnson		

After you have reviewed the Candidate's Folders and completed your evaluation, then you will upload your evaluation report in the Evaluation Folder.

→**CLICK** on the Departmental Evaluation Folder

Promotion & Tenure > College of Educational & Graduate Studies > Curriculum and Instruction & Educational Leadership

Name	Modified	Modified By	Sign-off status	+ Add column
Candidate Folder	September 25	Shalena Johnson		
Candidate Folder	September 25	Shalena Johnson		
Educational Leadership Evaluations	About an hour ago	Shalena Johnson		

You will find two folders

Promotion & Tenure > College of Educational & Graduate Studies > Curriculum and Instruction & Educational Leadership

Name	Modified	Modified By	Sign-off status	+ Add column
Promotion Evaluation	A few seconds ago	Shalena Johnson		
Tenure Evaluation	A few seconds ago	Shalena Johnson		

→**Click** on the folder that applies to the candidate

... > Curriculum and Instruction & Educational Leadership > Educational Leadership Evaluations >

 Name ▾	Modified ▾	Modified By ▾
 Candidate Folder	About an hour ago	Shalena Johnson
 Candidate Folder	About an hour ago	Shalena Johnson

→**CLICK** on the Candidate Folder then a list of the Committee Members

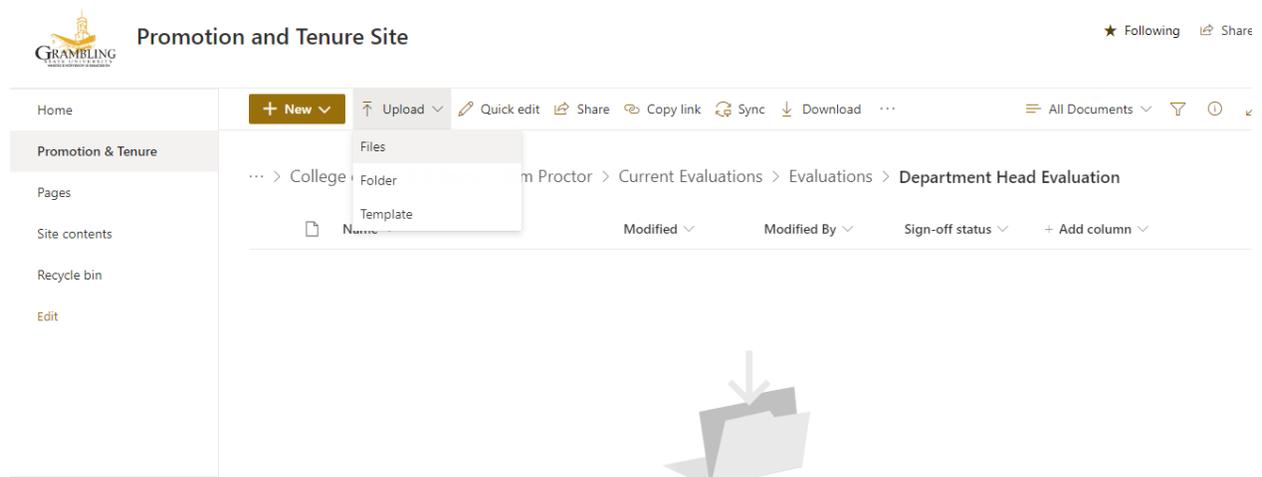
... > Curriculum and Instruction & Educational Leadership > Educational Leadership Evaluations >

 Name ▾	Modified ▾	Modified By ▾
 Dr. Johnny Doe	About an hour ago	Shalena Johnson
 Dr. Jane Doe	About an hour ago	Shalena Johnson
 Dr. Vickie Green	About an hour ago	Shalena Johnson
 Dr. Becky Joe	About an hour ago	Shalena Johnson

→**CLICK** on your respective folder

This is where you will upload your evaluation form.

→**CLICK** File and you will be prompted to search and upload the file, or you can drag and drop the file.



Promotion and Tenure Site ★ Following  Share

Home + New ▾ ↑ Upload ▾  Quick edit  Share  Copy link  Sync  Download ... All Documents ▾  

... > College of Business & Economics > Department of Business Administration & Management > Current Evaluations > Evaluations > Department Head Evaluation

 Name ▾	Modified ▾	Modified By ▾	Sign-off status ▾	+ Add column ▾
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