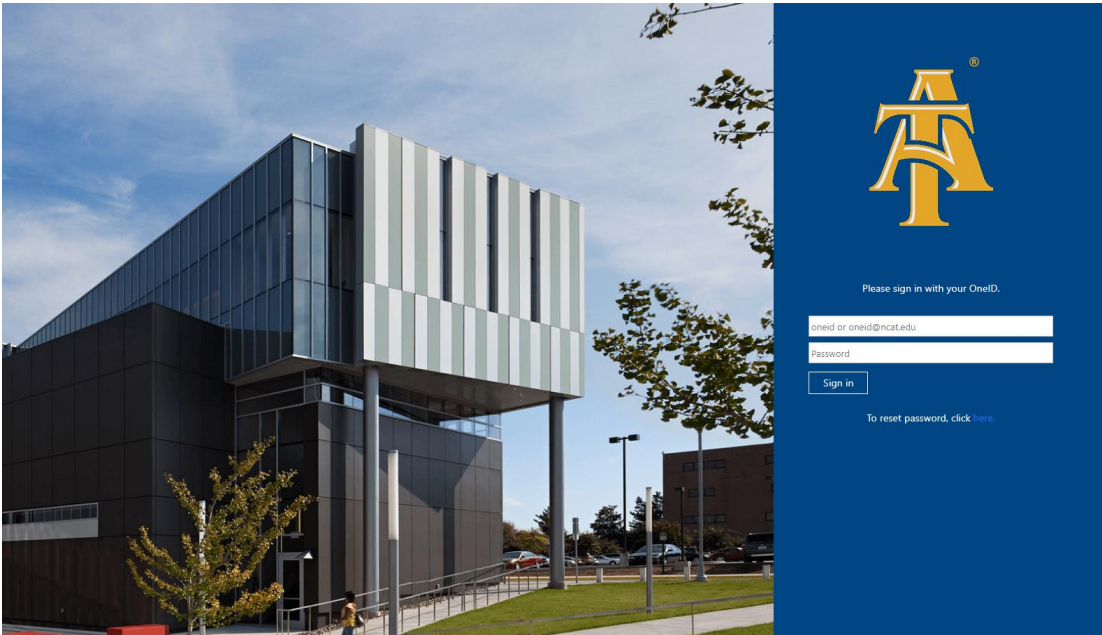


SharePoint Promotion and Tenure Quick Reference

The Promotion and Tenure process is under way. Files associated with the process are being stored in SharePoint. Use the instructions below to log in to the Promotion and Tenure SharePoint website.

Login to SharePoint

1. Open your web browser and visit the Faculty Resources web page to find the current RPT, PTR, NTTFF SharePoint site link: <https://www.ncat.edu/provost/faculty-resources/index.php>
2. Enter your username and password.
 - Username – Your NC A&T email address. For example, *jdoe@ncat.edu*
 - Password – Your email password.



Visiting the Promotion and Tenure Website

1. Once you have logged in, the Promotion and Tenure site will now be visible. Promotion and Tenure and Post-Tenure Review candidates are in one of the following categories:

1st Reappointment (RPT1), 2nd Reappointment (RPT2), Tenure, Promotion, Promotion and Tenure, Post Tenure Review (PTR), Non-Tenure Track.
2. A link to the group with which you are affiliated will be displayed on the left-hand menu. Click the link.

Accessing Your Portfolio

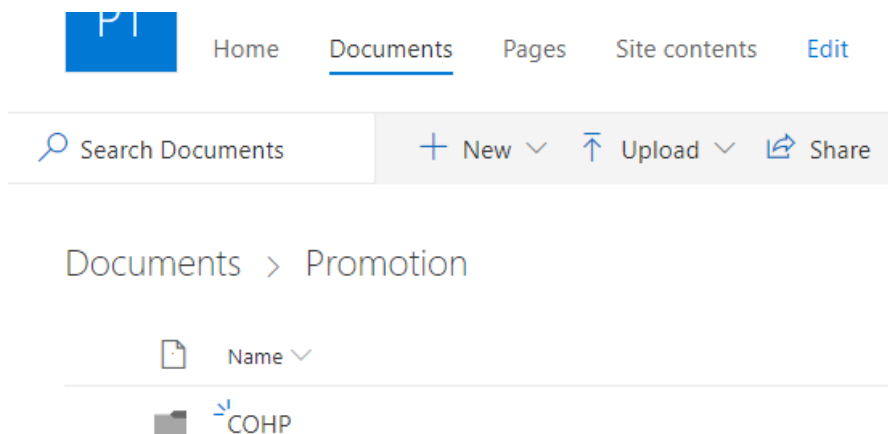
In the example below, the user is:

- Dr. James Doe, an Associate Professor.
- He is applying for promotion to full Professor.
- He is in the College of Health Professions (COHP).
- He is in the Department of Clinical Laboratory Science (CLS).

1. Document Library – Promotion and Tenure Home page

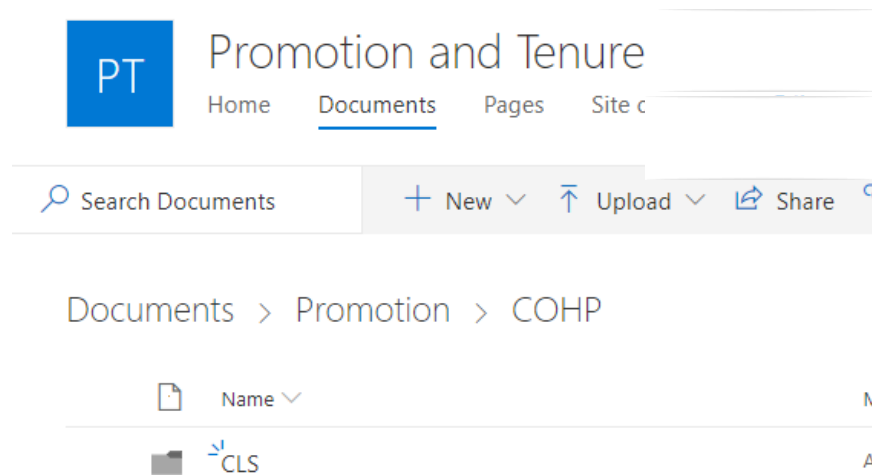
Click Promotion.

2. Document Library – Promotion



Click COHP.



3. Document Library – COHP



Click CLS (Clinical Laboratory Science).

4. Document Library – Clinical Laboratory Science











The screenshot shows a SharePoint document library interface. At the top is a blue header with the SharePoint logo and the text 'SharePoint'. Below this is a white header for the site 'Promotion and Tenure', featuring a 'PT' logo and navigation links for 'Home', 'Documents' (which is underlined), 'Pages', 'Site contents', and 'Edit'. A search bar labeled 'Search Documents' is on the left, and a toolbar on the right contains '+ New', 'Upload', and 'Share' options. The breadcrumb path is 'Documents > Promotion > COHP > CLS'. A table lists the contents of the library:

	Name	
	jdoe	A

Click jdoe.

5. Folder – jdoe

The screenshot shows the contents of the 'jdoe' folder. It features a table with a header row and ten rows of folder entries:

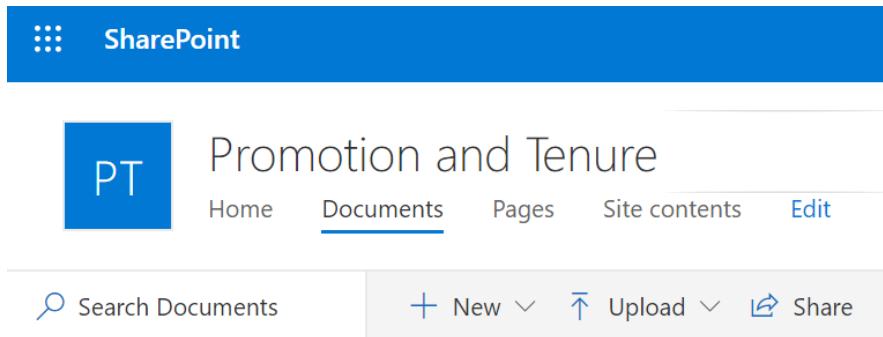
	Name
	Annual Evaluation
	Application and CV
	Department and College Standards
	Department, College, and Dean Reviews
	External Reviews
	Rebuttals
	Research
	Service
	Teaching

Uploading Documents

Please do not add additional folders to your portfolio page. A standard folder format will allow for a more streamline process for portfolio reviewers, which include the Department committee, College committee, University committee, and the Provost.

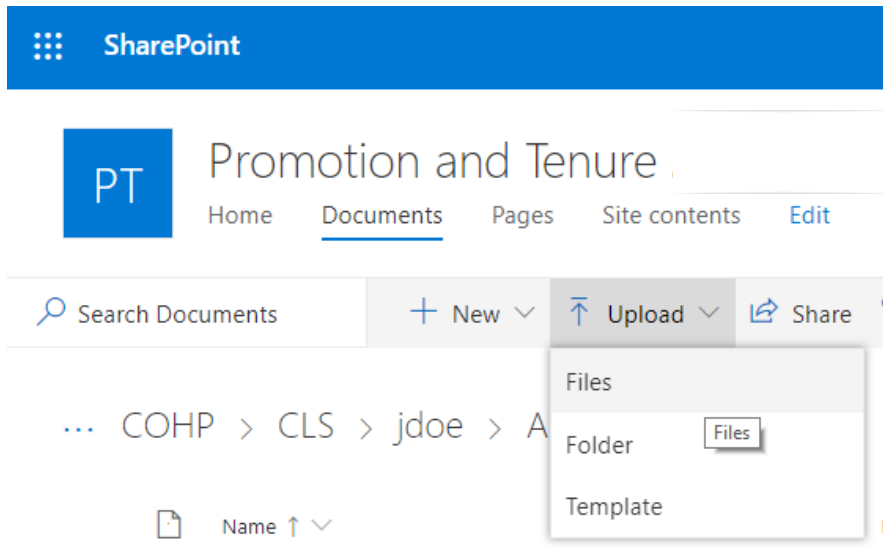
For example, to upload content to the folder named Application and CV, follow the steps below.

1. Folder – jdoe



Click Application and CV.

2. Folder – Application and CV



Click Upload.

3. Click “Files” to select a document you wish to upload. Click “Open”.
4. Your document has now been uploaded to the system.

Candidate Folder Descriptions

Annual Evaluations: (Applicant to upload) Annual evaluations is an opportunity faculty member's to share their contributions and accomplishments, and to provide constructive feedback. Annual evaluations can be used to support the faculty member's continuous professional development and contribute to ongoing improvement of the faculty member's performance regarding teaching, research, and service.

Application and CV: (Applicant to upload) Complete and upload the official application for Reappointment, Promotion, and/or Tenure and your CV (curriculum vitae).

Department and College Standards: (Applicant to upload) "New tenure-track faculty members shall receive departmental standards [and College standards] for RPT within the first week of employment from the Chairperson of the department" (Chapter V).

Department, College, and Dean Reviews:

- **Department Review:** (Department Chairperson to upload) "The department chairperson shall convene the department RPT committee...The committee members will use the department's currently published standards for RPT for their evaluations...the committee will also prepare a written recommendation, using the attached form that reflects to collective and individual evaluations of all committee members...The form, containing the voting record and the written recommendation will be signed by all committee members" (Appendix B-2).
- **College Review:** (Dean to upload) The Dean shall convene the College RPT committee...The committee will use the College's currently published standards for RPT for their evaluations...The committee will use the form provided to present the voting record and a written recommendation that reflects the collective and individual evaluations of all committee members" (Appendix B-2).
- **Dean Review:** (Dean to upload) " In relation to applicants for reappointment and tenure, the Dean's review will not be limited to only judging the professional qualifications of the applicant, but also to determining whether the College will have the resources to support the application, and whether a positive recommendation concerning the application will be consistent with the current College goals. Such factors as the following will be considered in this review: tenure density, enrollment trends, needs in critical areas of specialization, and results of program audit and review. The Dean shall make his/her decision to approve or decline the application. A document containing this decision with statements of justification, and signed by the Dean, will be added to the application package" (Appendix B-2).

External Reviews: (Applicant to upload) There is no University policy that requires external reviews however, there may be College and department level standards that require external reviews. Typically, external reviews must hold a rank equal or greater than the rank the applicant is seeking.

Rebuttal: (Department Chairperson to upload) "The department chairperson will provide a copy of the document voting record and written recommendation] to the applicant, who will be given an opportunity to give his/her response. The applicant's response will be uploaded to the portal by the department chairperson so that it can be accessed by the College Dean.

Research: (Applicant to upload) Evidence such as "(1) the ability to secure grants for research; (2) published research articles; (3) other creative activity of high quality and significance... (4) advanced study in a specific field in a regionally accredited institution; (5) citations received for scholarly achievement; (6) membership, leadership and participation in professional organizations; and (7) travel for professional improvement; (8) ... research contribution made by the faculty member as an individual or as a member of a group" (Appendix C-2).

Service: (Applicant to upload) "(1) Recognition should be given to faculty members who have made outstanding contributions to the University by participating regularly, effectively and imaginatively in University governance and the formulation of department, college and University policies. Consider evidence of participation on committees and special administrative assignments, including advising student groups/organizations. (2) Consideration should be given to the faculty member's sense of responsibility and reliability as evidenced by the execution of assigned tasks on time. These include meeting classes on time, accepting and completing departmental and college assignments, keeping accurate records, and preparing and submitting reports." (Appendix C-2)

Teaching: (Applicant to upload) "Effective teaching has many manifestations. In addition to well-planned, meaningful lectures and demonstrations, it includes the total range of faculty-student relationships through which learning is achieved. In evaluating teaching performance, consideration should be given to a number of items." (Appendix C-2)

Additional Information

- **Provost Review:** (Provost Letter is not uploaded) "The Provost shall review the application and the University committee's recommendation...In relation to applicants for reappointment and tenure, the Provost's review will not be limited to only judging the professional qualifications of the applicant, but also to determining whether the University will have the resources to support the application, and whether a positive recommendation concerning the application will be consistent with the current University goals" (Appendix B-2).
- **University Committee Review:** "The University Committee is to review the applicant's professional qualifications in relation to the published University standards. A written recommendation signed by all the committee members will be submitted to the Provost" (Appendix B-2).