**SharePoint Promotion and Tenure Quick Reference**

The 2019-2020 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 2019-2020 Promotion and Tenure SharePoint website.

If you have questions or comments about this document or the login process please contact Shonté Hodnett at (336) 285-3781 or sehodnett@ncat.edu. For questions about the Promotion and Tenure process, contact the Office of the Provost at (336) 334-7965 or asktheprovost@ncat.edu.

**Login to SharePoint**


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).

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).


Click Promotion.

2. Document Library – Promotion
Click COHP.

3. Document Library – COHP

Click CLS (Clinical Laboratory Science).
4. **Document Library – Clinical Laboratory Science**

Click **jdoe**.

5. **Folder – jdoe**
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).

**Provost and University Committee Reviews:**

- **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**: (University Committee Chair to upload) "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).

**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 that the rank the applicants 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)
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

   ![SharePoint interface](image)

   **Click Application and CV.**

2. Folder – Application and CV

   ![SharePoint interface](image)

   **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.**