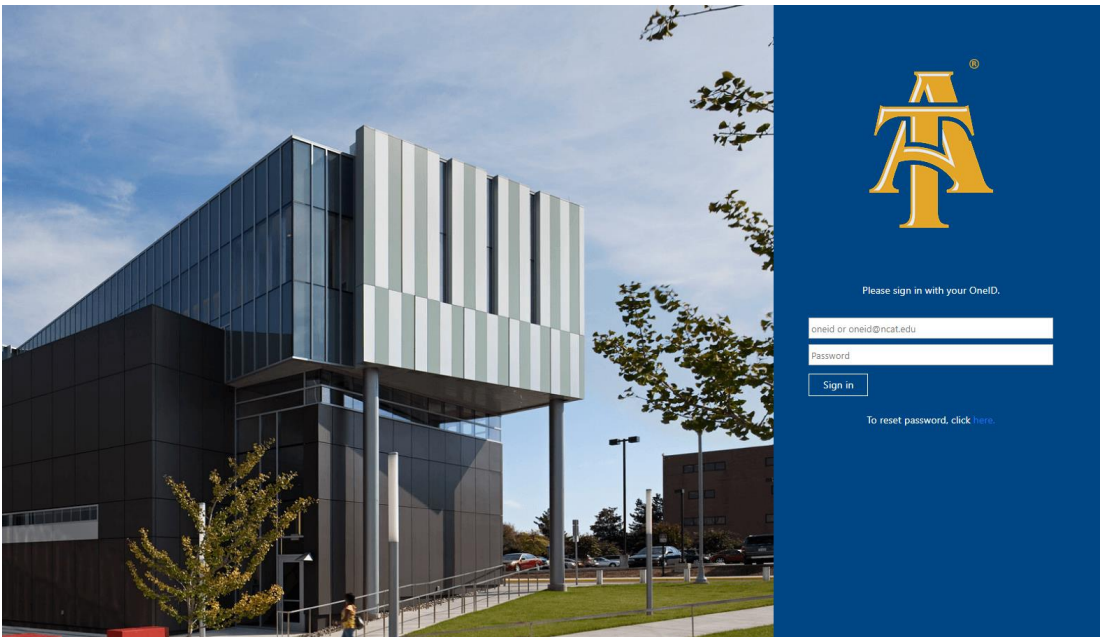


# SharePoint Promotion and Tenure Quick Reference

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: <https://ncaandt.sharepoint.com/sites/PromotionandTenure2020-2021>
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:  
  
1<sup>st</sup> Reappointment (RPT1), 2<sup>nd</sup> 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 2019-2020 Home page

The screenshot shows the SharePoint interface for the 'Promotion and Tenure 2019-2020' site. The top navigation bar is blue with the SharePoint logo on the left and a search box on the right. Below the header, there is a navigation bar with 'PT' and 'Promotion and Tenure 2019-2020', and sub-navigation links for 'Home', 'Documents', 'Pages', 'Site contents', and 'Edit'. A 'New' button and 'Page details' link are also visible. The main content area features a large image of a campus walkway, a 'Promotion' button, and a 'Welcome to the Promotion and Tenure 2019-2020 SharePoint Website' section. This section includes a welcome message and contact information for the Office of the Provost and Technical Support.

**Welcome to the Promotion and Tenure 2019-2020 SharePoint Website**

Reappointment, Promotion, Tenure, and Post Tenure Review candidates will use this site to post materials that Chairs, Deans and other reviewers can access. Also, links to information about the Promotion and Tenure process are available here. If you have questions about the process, please contact the Office of the Provost. If you need technical support, please contact Shonté Hodnett.

**Need assistance? Contact us:**

<i>Promotion and Tenure Process:</i>	<i>Technical Support:</i>
Office of the Provost Dowdy Building, Suite 315 Email: <a href="mailto:asktheprovost@ncat.edu">asktheprovost@ncat.edu</a> Phone: (336) 334-7965	Shonté Hodnett Communication Specialist Email: <a href="mailto:shodnett@ncat.edu">shodnett@ncat.edu</a> Phone: (336) 285-3781

**Click Promotion.**

## 2. Document Library – Promotion



# Promotion and Tenure

Home Documents Pages Site contents Edit

Search Documents + New Upload Share

Documents > Promotion

Name
COHP

Click COHP.

### 3. Document Library – COHP



# Promotion and Tenure

Home Documents Pages Site contents Edit

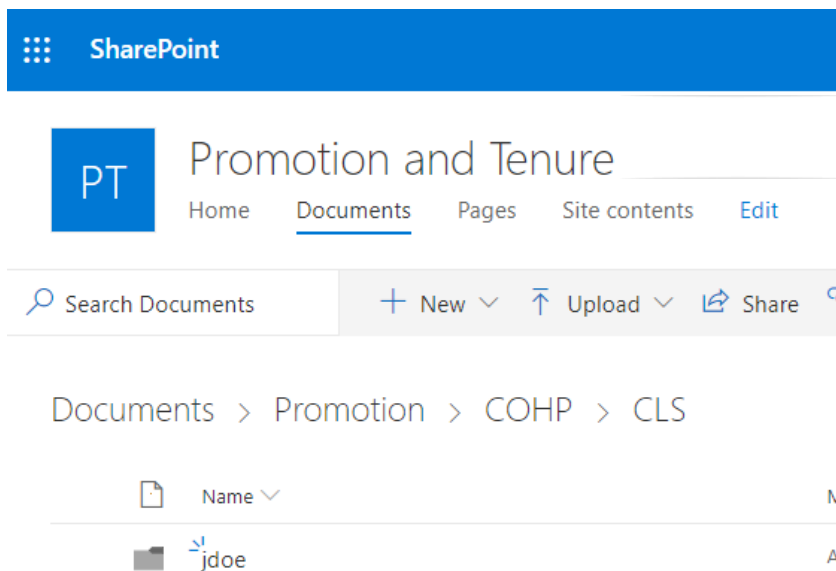
Search Documents + New Upload Share

Documents > Promotion > COHP

Name
CLS

Click CLS (Clinical Laboratory Science).

4. Document Library – Clinical Laboratory Science

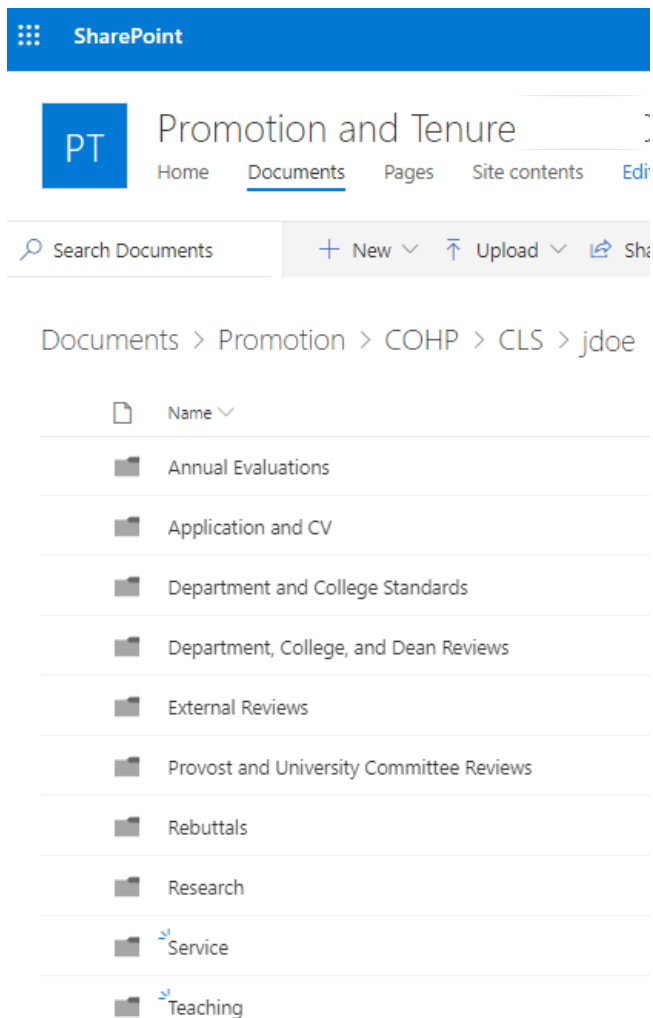


The screenshot shows the SharePoint interface for the 'Promotion and Tenure' site. The top navigation bar is blue with the 'SharePoint' logo. Below it, the site title 'Promotion and Tenure' is displayed with a 'PT' logo. The navigation menu includes 'Home', 'Documents' (which is underlined), 'Pages', 'Site contents', and 'Edit'. A search bar labeled 'Search Documents' is on the left, and a toolbar with '+ New', 'Upload', and 'Share' is on the right. The breadcrumb path is 'Documents > Promotion > COHP > CLS'. A table lists items with columns for 'Name' and 'M'. One item, a folder named 'jdoe', is listed with a 'A' in the 'M' column.

Name	M
jdoe	A

Click jdoe.

5. Folder – jdoe



The screenshot shows the SharePoint interface for the 'Promotion and Tenure' site, specifically the 'jdoe' folder. The top navigation bar is blue with the 'SharePoint' logo. Below it, the site title 'Promotion and Tenure' is displayed with a 'PT' logo. The navigation menu includes 'Home', 'Documents' (which is underlined), 'Pages', 'Site contents', and 'Edit'. A search bar labeled 'Search Documents' is on the left, and a toolbar with '+ New', 'Upload', and 'Share' is on the right. The breadcrumb path is 'Documents > Promotion > COHP > CLS > jdoe'. A table lists items with columns for 'Name' and 'M'. The items are folders: 'Annual Evaluations', 'Application and CV', 'Department and College Standards', 'Department, College, and Dean Reviews', 'External Reviews', 'Provost and University Committee Reviews', 'Rebuttals', 'Research', 'Service', and 'Teaching'.

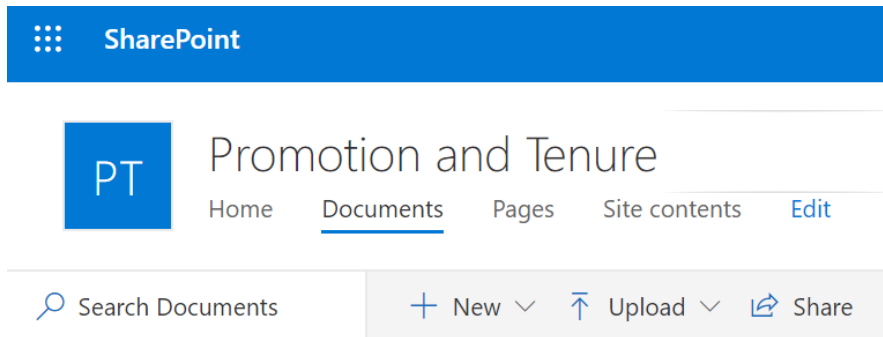
Name	M
Annual Evaluations	
Application and CV	
Department and College Standards	
Department, College, and Dean Reviews	
External Reviews	
Provost and University Committee Reviews	
Rebuttals	
Research	
Service	
Teaching	

## 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.

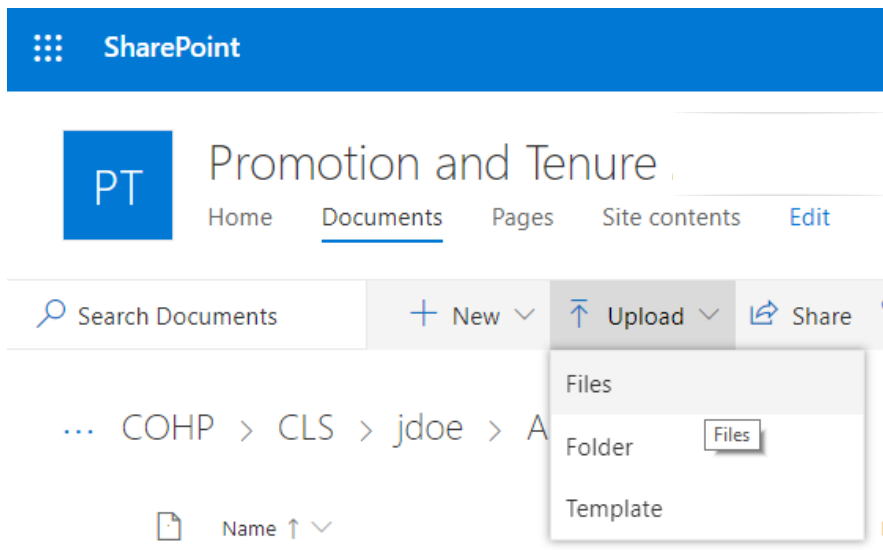
For example, to upload content to the folder named Application and CV, follow the steps below.

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.