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](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:

   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).


   ![SharePoint Home page](image)

   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 evaluators 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:

   - Promotion and Tenure Process:
     - Office of the Provost
     - Dooley Building, Suite 315
     - Email: pktheproost@ncat.edu
     - Phone: (336) 334-7965

   - Technical Support:
     - Shonté Hodnett
     - Communication Specialist
     - Email: sehodnett@ncat.edu
     - Phone: (336) 285-3781

   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**
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.