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.

Logging in to SharePoint

1. Open your web browser and visit: https://ncaandt.sharepoint.com/sites/PromotionandTenure2019-2020

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, Reappointment, 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 in the left-hand menu.

Accessing Your Portfolio

In the example below, the user is:

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


   Select “Promotion”.

   ![Welcome to the Promotion and Tenure 2019-2020 SharePoint Website](image)

   Need assistance? Contact us:

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

   **Technical Support:**
   Shonté Hodnett
   Communication Specialist
   Email: shodnett@ncat.edu
   Phone: (336) 285-3781
2. Document Library – Promotion

Select the college, “COHP”.

3. Document Library – COHP

Select the department, “CLS”.

4. Document Library – CLS

Select "jdoe".

5. Folder – jdoe
Candidate Folder Descriptions

Annual Evaluations: Annual evaluations is an opportunity for faculty members to share their contributions and accomplishments, and to be provided 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: Complete and upload the official application for Reappointment, Promotion, and/or Tenure and your CV (curriculum vitae).

Department and College Standards: "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... 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." (Appendix B-2).

External Reviews: 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.
Provost and University Committee Reviews:

- **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).

- **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).

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, it can be accessed by the College Dean.

Research Documents: 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).

**Uploading Documents**

Note: Please do not add additional folders to your portfolio page. A standard folder format will allow for a more streamline process for portfolio reviewers to review each portfolio more efficiently.

Example: To upload content to the “Application and CV” folder, follow the steps below.
1. Folder – jdoe

Select “Application and CV”.

2. Folder – Application and CV

Select “Upload”.

3. Select “Files” to select a document you wish to upload. Select “Open”.

4. Your document has now been uploaded to the system.