

Upload a document

Double click the **Upload a Document** link in the top left of the portal.

New App & Doc Upload- Double click an item to open

FORMS

Upload a Document

Create a new Tenure and/or Promotion application

A new window will open. Please follow all instructions on the new window. These will mark any file specifications.

Indicate whether or not you would like to receive a receipt of your submitted document.

When uploading documents, please consider the following:

- There is a file size limit of 25MB per document.
- Please upload .PDF documents only.
- Documents can be uploaded at any time unless you have an application under review.

Would you like to receive an email receipt of your submitted document? *

Yes No

Use the dropdown menu to select which type of document you are uploading

What type of document would you like to upload? *

You will see additional instructions and a browse button appear. These are specific to the document type you are uploading.

This document must not exceed 10 pages in a 10 point font. If you have already uploaded this document, the system will automatically remove the previous version when you upload a newer version.

Attach your document here *

Browse...

Upload a document, cont.

You may be prompted to fill out additional fields.

What type of document would you like to upload? *

Evaluation (Performance Review, Student Evaluation, etc.)

Source *

DEAN

Term *

Year *

Document must have all required signatures; if you cannot locate the signed documents contact your Dean.

Attach your document here *

Browse...

Click on **Browse...** button and then navigate to the appropriate file that you wish to upload.

When you are satisfied with your upload, click [**Submit**]. Your document will be stored in your file.

Submit

Once you click submit, you are prompted to fill out another form.

Message

Would you like to complete another form?

Yes No

If you do not want to fill out another form, click [**No**] and close the window. If you do, click [**Yes**] and a new form starts.

Repeat for each document that you need to upload.