

Application Submission

Double click the **Create a new Tenure and/or Promotion application** link in the top left of the portal.

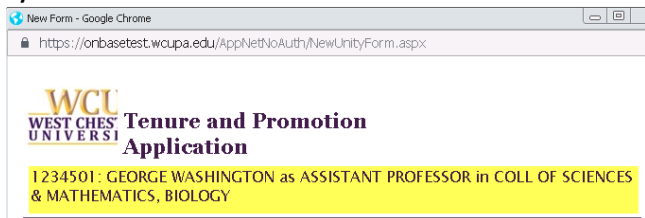
New App & Doc Upload- Double click an item to open

FORMS

Upload a Document

Create a new Tenure and/or Promotion application

A new window will open with a blank application. The header should populate your information.



NOTE: You may only submit one application per review cycle. If you need to make an edit to your application, access your current documents.

Fill in the fields as requested. Be sure to follow all instructions on the application.

Please complete the form and press [save] below to add an application to

Hire Month*

September (Fall) January (Spring)

Based on the hire month and candidate type you provided above, your 11/01/2019 via the 'Current Documents' link on the portal. On 11/02, Department Chair, Department Committee, and Dean (if applicable).

Years in Current Rank*

Most Advanced Deg

Classroom*
 YES NO

Department Chair*

Department Committee

Enter the members of your Tenure Committee in the fields below.

Dept Committee Chair*

If your department has members, click [ADD] to lines below.

Application Submission, cont.

Select whether or not you are going to be submitting any **HARD COPY** materials for consideration. These items will not be uploaded electronically.

- If you **do not** have additional hard copy items, click "NO".
- If you **do** have additional hard copy materials, select "Yes" and then select the **Add** button for each item and fill out the Description and Reference Number. The reference number can be up to 5 characters.

Complete all portions of the **Signatures** section including the response to Statement, signature of article 13, and signature of accuracy and Act 182. You can sign using your mouse.

Signature

Click the box, draw your signature with your mouse, and click [Apply Signat



When you are satisfied with your application, click [**Save**]. Your application will be accessible via the **Current Documents** link in the portal.

Save

NOTE: You may edit your application until your deadline. On 12:01am the day after your deadline, you will not be able to edit your application and all of your documents will be sent to your Department Chair, Department Committee, and Dean automatically.