SoM PROMOTION AND TENURE
SharePoint Guidelines

(Internet Explorer, or Safari for Mac users, works best when accessing SharePoint.)

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SharePoint link: School of Medicine 2020-21 Promotion Season
(https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx)

May 6, 2020
Applicant Folders will be available in SharePoint

August 31, 2020, 6:00 p.m.
Last day to upload materials and last day to enter referee information in SharePoint.

After the August 31 deadline, access to the applicant folders will be denied and late applications, late materials, and CV revisions will not be accepted!

When all materials are uploaded, referee information is entered, and folders are complete, please notify Angie Basgall.
How to Find Your Folders

1. All folders are in SharePoint and they can be accessed several ways.
   a. Click this link to take you directly to the site: School of Medicine 2020-21 Promotion Season
   b. Copy and paste this URL: https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx
   c. Or, follow instructions in #2 below.

2. If you are on the main KUMC SharePoint page (https://share.kumc.edu), hover over Medicine in the top ribbon, then hover over SoM Faculty Affairs and Development (FAD). Click on Promotion and Tenure (P&T).

3. To find your applicant folder, click on the Applicant Folder tile.

If you do not see a folder with your name or do not have access to a specific folder, please email Angie Basgall at abasgall2@kumc.edu.

(The applicant is required to either request or approve any request for folder permission.)
4. Click on your Name:

5. Each applicant folder includes:
   a. Folder 00 – the complete Application Folder Guide. This lists details on the materials needed and what should be uploaded to your SharePoint folders.
   b. Folders (01-12) – individual folders where you will upload materials.

   **NOTE:** Inside each folder are the individual guidelines for the specific folder (i.e., Folder 01 Guidelines contain the guidelines specific for the Curriculum Vitae).
How to Upload Materials

Refer to the Application Folder Guide

The application process requires uploading PDF files of supporting documentation. There are a couple of ways to upload documents to your SharePoint folder.

Uploading Documents:

1. Use the Internet Explorer browser.
2. The easiest way to upload documents is to drag and drop them in the individual folders, be sure the correct folder where you are dragging them to is open.

   ![Drop here](image)

   Click on a folder to open it, then drag the files. When dragging, a large text box will appear with the words “Drop here…”

3. Another way to upload is to use the Upload Document icon, it is located under the FILES tab.

4. Click on the Upload Document icon and the “Add a document” box will open. You can either browse files on your computer to upload one at a time or choose the Upload files using Windows Explorer instead to drag and drop into the folders (Internet Explorer works best for this option.)
5. If you use the **Windows Explorer** option, you can upload multiple files simultaneously. When selecting this option, a window will open that allows you to drag/drop the documents from your computer's files into the appropriate folder you choose.

6. The navigation bar at the top of the window shows where you are within SharePoint. Clicking any of those links will help navigate around.

7. When you are finished uploading materials, close the window and refresh Internet Explorer to view the uploaded documents.

8. To **delete an uploaded document**, click the ellipsis (…) next to the document.

   After the box opens,
   
   Click the ellipsis (…)
   
   Then click on Delete
How to Enter Referee Contact Information

Referee information is mandatory. Referees will provide a letter which is used in the review process.

All referees will be contacted by Faculty Affairs and Development (FAD) to request letters. Applicants are advised to contact referees only to validate contact information and willingness to provide letters (not to officially request the letter!)

- Go to the KU SoM Promotion and Tenure SharePoint Site: 2020-2021 Promotion and Tenure (https://share.kumc.edu/SOM/SOMFA/promotionandtenure/_layouts/15/start.aspx#/)

- Click on the Reference Letters tile.

- Click on new item and then complete this form.

- For each referee, complete a separate form.

- The referee list will only be visible to the individual who enters the information (i.e. If an assistant enters it while logged in with their own credentials, only the assistant will be able to see the entry).

- FAD will provide referees with information and instructions on how to submit a letter.

- All letters are confidential and applicants will not have access to any received.