SoM PROMOTION AND TENURE
SharePoint Guidelines

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

This guide includes...

- Applicant Folder Instructions
- How to Upload Materials for Review
- How to add Reference Contact Information

SharePoint...

Click here to go directly to SharePoint, or copy and paste this link.
https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx

You will have access to your folder through Saturday, August 31, 2019 at 11:00 p.m.

After August 31st, access will be inactivated.
Late applications and any late materials will not be accepted (this includes any CV revisions)!

Notify apt@kumc.edu when you are finished uploading documents and folders are complete.

Are you being asked to login each time you open a document?

Opening documents to edit usually requires re-authentication to the internet server – which means logging in repeatedly. If you are on a personal computer (not shared with others), and wish to turn this security feature off, here is how.

1. Tools > Internet Options > Security > Local Intranet > Sites (button) >Advanced > Add https://share.kumc.edu to the list of sites.

2. Select the "Custom Level" button > scroll down to User Authentication > select Automatic logon with current username and password.

Do you have a KUMC email address?
If not, or if you primarily use the hospital or Wichita servers, please email Angie Basgall at apt@kumc.edu so logins can be arranged.
Applicant Folder Instructions

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

2. 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 apt@kumc.edu.

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

   ![KUMC SharePoint](image)

   ![Promotion and Tenure (P&T) 2019-2020 Promotion and Tenure Applicants](image)

4. Each applicant folder includes:
   
   a. Folder 00 – the complete **Application Folder Guide.** This guide lists details on what materials are needed and what should be uploaded to your SharePoint folder.
   
   b. Folders (01-12) – sections where to upload materials for review.

   **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).
Uploading Materials for Review

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. To drag and drop documents in the individual folders, be sure the correct folder where you are dragging them to is open.

![Folder structure]

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. If you choose to use the Upload Document icon, it is located under the FILES tab.

![SharePoint interface]

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 Add Reference Contact Information

- Go to the KU SoM Promotion and Tenure SharePoint Site: 2019-2020 Promotion and Tenure (https://share.kumc.edu/SOM/SOMFA/promotionandtenure)

- Click on the Tile.

- Click on new item and then complete this form.

- For each reference, complete a separate form.

- The reference 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).

- All references will be contacted by Faculty Affairs and Development (Kansas City and Wichita).

- Information and Instructions on how to submit a reference letter will be securely given to the referees.

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