

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.

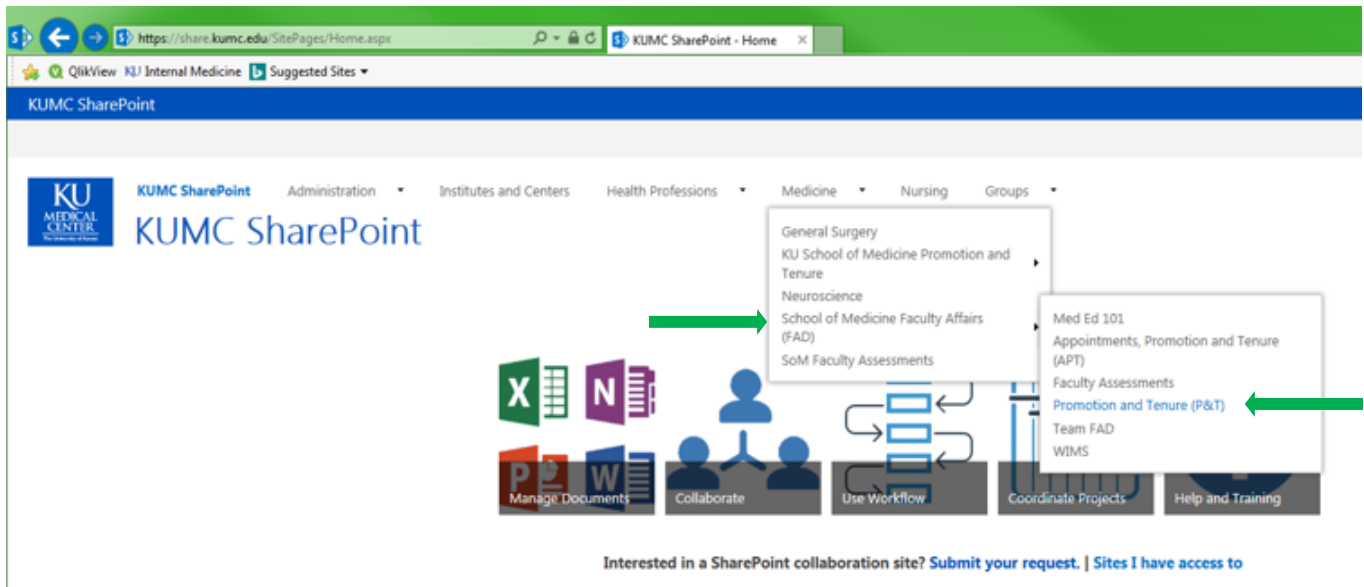
1. Tools > Internet Options > Security > Local Intranet > Sites (button)
>Advanced > Add <https://share.kumc.edu> to the list of sites.
2. Select the "Custom Level" button > scroll down to User Authentication > select Automatic logon with current username and password.

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>), 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.)

The screenshot shows the 'Promotion and Tenure (P&T)' page on the KUMC SharePoint site. The page title is 'Promotion and Tenure (P&T)'. The main content area features a large orange heading: 'School of Medicine 2019-2020 Promotion Season'. Below this, there is text stating: 'SharePoint folders will be available May 6 until August 31, 2019 at 11:00 p.m. All application materials must be uploaded by the deadline. After August 31st, access will be inactivated. Late applications and any late materials will not be accepted (this includes any CV revisions)'. Below this text, there is a link: 'Please use the APPLICATION FOLDER GUIDE (found below in the Guides tile) for details about the specific materials you need to upload for your promotion packet. If you do not see an applicant folder with your name or you do not have access to a specific folder, please send an email to apt@kumc.edu. (Only the applicant can request folder permissions.) For additional details and information, please visit the website: [Faculty Affairs and Development \(FAD\) Promotion and Tenure](#)'. At the bottom, there is a section titled 'CLICK ON THE TILES BELOW...' with three tiles: 'APPLICANT FOLDER', 'GUIDES', and 'REFERENCE LETTERS'. A green circle highlights the 'APPLICANT FOLDER' tile, and a green arrow points from this tile back to the 'Promotion and Tenure (P&T)' page in the previous screenshot.

3. Click on **Your Name**:

KUMC SharePoint

BROWSE FILES LIBRARY

KU MEDICAL CENTER The University of Kansas

Promotion and Tenure (P&T) EDIT LINKS

2019-2020 Promotion and Tenure Applicants

Home (+) new document or drag files here

Recent All Documents Find a file

Site Contents

EDIT LINKS

Name	Modified	Modified By
'Applicant Last Name, First Name - Department'	A few seconds ago	Angela Basgall

4. Each applicant folder includes:

- 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.
- 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).

(+) new document or drag files here

All Documents Find a file

Name
00 - Application Folder Guide
01 - Curriculum Vitae
02 - Teaching Evaluations, Materials
03 - Honors, Awards, RVU's
04 - Grants and Contracts
05 - Peer-Reviewed Published Articles
06 - Manuscripts in Press
07 - Manuscripts Submitted - not yet accepted for publication
08 - Invited or Non-Peer Reviewed Articles or Reviews
09 - Books and Book Chapters
10 - Published Abstracts
11 - Other Scholarly Publications or Evidence of Scholarship
12 - Tenure Track Mid-Cycle Review

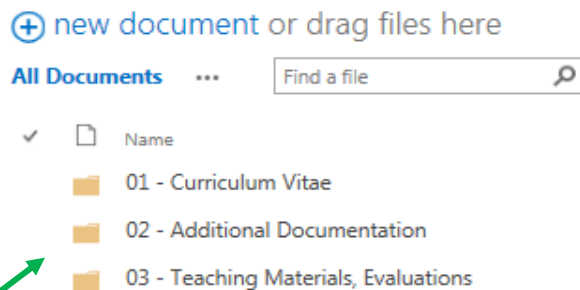
Uploading Materials for Review

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.

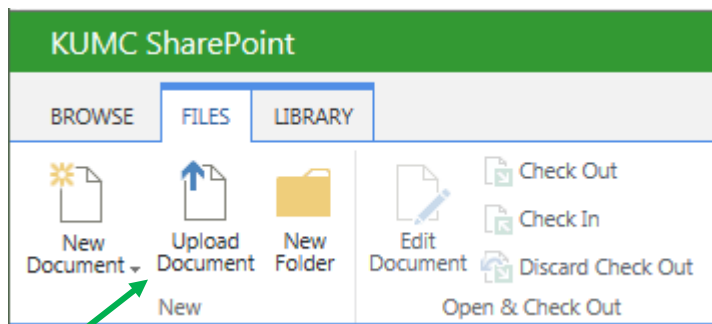
Uploading Documents:

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.

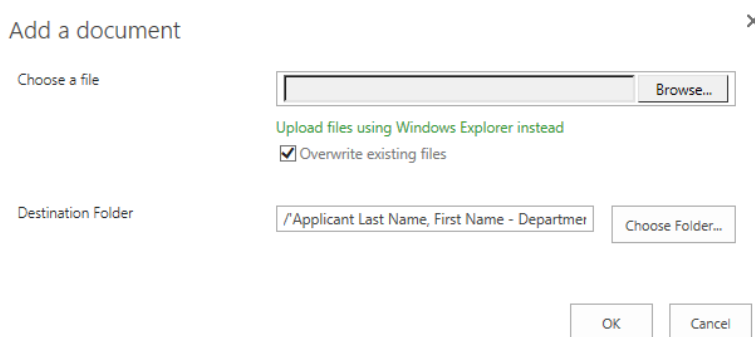


Click on a folder to open it, then drag the files. When dragging, a large text box will appear with the words “Drop here...”

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



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.)

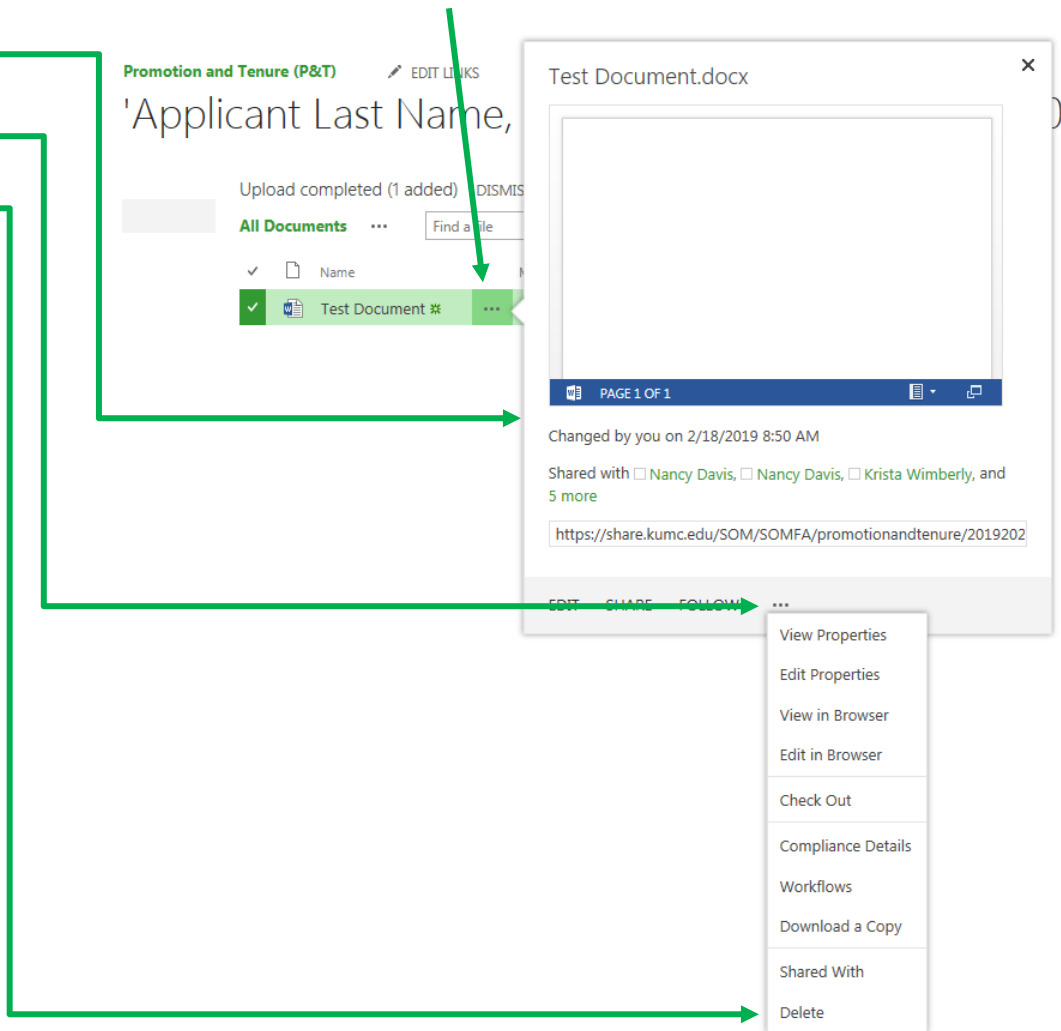


5. If you use the **Windows Explorer** option, you can upload multiple files simultaneously. When selecting this option, a window will open that allows you to drag/drop the documents from your computer's files into the appropriate folder you choose.
6. The navigation bar at the top of the window shows 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



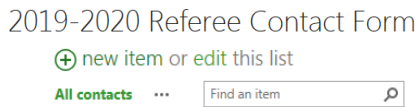
How to Add Reference Contact Information

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

A screenshot of the KUMC SharePoint interface showing the "2019-2020 Referee Contact Form". The form is titled "KUMC SharePoint" and has tabs for "BROWSE" and "EDIT". The form fields include: "KU Applicant Last Name, First Name *", "KU Applicant Proposed Rank *", "Referee Last Name *", "Referee First Name *", "Referee Academic Rank *", "Institution *", "Email Address *", "Phone Number *", "City *", "State/Province *", "Country/Region *", and "Notes". The "KU Applicant Proposed Rank" and "Referee Academic Rank" fields have radio button options for Professor, Associate Professor, and Assistant Professor. A note below the "Referee Academic Rank" field states: "REFEREE RANK NEEDS TO BE EQUIVALENT TO OR ABOVE THE APPLICANT'S PROPOSED RANK." The "Notes" field has a rich text editor toolbar. At the bottom right, there are "Save" and "Cancel" buttons.