School of Medicine
Faculty Promotion and Tenure
SharePoint Guidelines

*Internet Explorer and Safari works best when accessing SharePoint.*

- How to Find Your Folders (Pages 2-3)
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SharePoint link: [School of Medicine 2021-2022 Faculty Promotion and Tenure Cycle](https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx)

May 6, 2021
Applicant Folders are available in SharePoint

**August 31, 2021, 6:00 p.m.**
Deadline for uploading materials and entering referee information in SharePoint

*After the August 31 deadline, SharePoint access will be denied. Late applications, late materials, document and CV revisions will not be accepted. Exceptions are not allowed.*

Please notify [Angie Basgall](mailto:Angie.Basgall@kumc.edu) after all materials are uploaded, referee information is entered, and folders are complete.
How to Find Your Folders

1. All folders are in SharePoint
   a. SharePoint link: School of Medicine 2021-2022 Faculty Promotion and Tenure Cycle
   b. Or, copy and paste URL: https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx

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 Angie Basgall at abasgall2@kumc.edu.
   (The applicant is required to approve requests for folder access.)
3. Click on your Name:

KUMC SharePoint

2021-2022 Promotion and Tenure Applicants

4. The applicant folder includes:
   a. Application Guide. This lists details on the materials needed and what is required to be uploaded to your SharePoint folders.
   b. Folders 1-5 – where materials are uploaded.
   c. Folder 4 (Publications) includes subfolders.

   1. CV
   2. Teaching Evaluations, Materials, Mentee Letters of Support
   3. RVU’s
   4. Publications
   5. Grants, Contracts

   4a. Peer-Reviewed Published Articles
   4b. Manuscripts in Press - accepted for publication
   4c. Manuscripts Submitted - not yet accepted for publication
   4d. Other Scholarly Publications or Evidence of Scholarship
How to Upload Materials

Use the Application Guide for folder specifics

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

1. Internet Explorer and Safari work best when accessing SharePoint.
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.
3. Click on a folder to open it, then drag the files. When dragging, a large text box will appear:

   Drop here...

4. Another way to upload is to use the Upload Document located under the FILES tab.

5. 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 and Safari works best for this option).

6. 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.

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

8. When you are finished uploading materials, close the window and refresh Internet Explorer to view the uploaded documents.
9. To delete an uploaded document, click the ellipsis (…) next to the document. After the box opens, click the ellipsis (…) and then click on Delete.
How to Enter Referee Contact Information

Referee information is mandatory

- Go to the KU SoM Promotion and Tenure SharePoint Site:
  School of Medicine 2021-2022 Faculty Promotion and Tenure Cycle
  (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.

2021-2022 Referee Contact 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.

Updated 2-28-2021