

Faculty Promotion and Tenure SharePoint Guidelines

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SharePoint link: [School of Medicine 2024-2025 Faculty Promotion and Tenure Cycle](#)

(<https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx>)

May 6, 2024

Applicant Folders are available in SharePoint

August 15, 2024, 6:00 p.m.

Deadline for uploading materials and entering referee contacts in SharePoint

***After August 15, SharePoint access will be denied.
Late applications, late materials, and CV revisions will not be accepted.
Exceptions are not allowed.***

Please notify [Angie Basgall](#) after all materials are uploaded,
referee information is entered, and folders are complete.

How to Find Your Folder

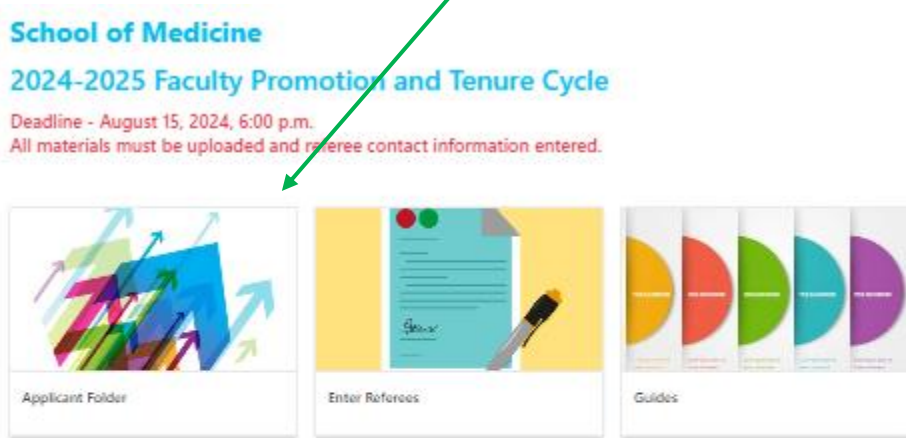
1. All folders are in SharePoint

- a. SharePoint link: [School of Medicine 2024-2025 Faculty Promotion and Tenure Cycle](#)
- b. Or, copy and paste URL:
<https://kumed.sharepoint.com/sites/kumc-SOM/SOMFA/promotionandtenure>

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.)



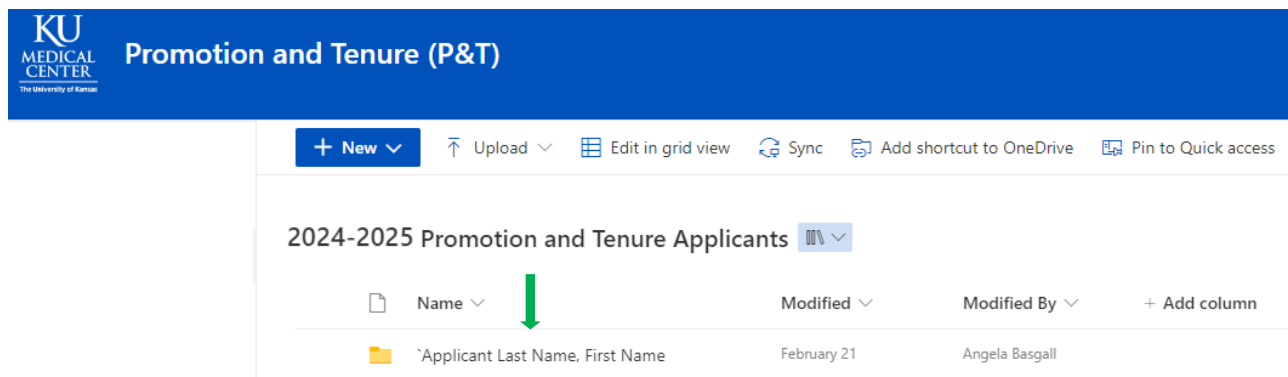
DOUBLE CHECK your folders

- Is your **FINAL FACT CV** the only CV uploaded?
- Is your CV uploaded as a Word document?
- Are all Application Materials uploaded? Check the Application Guide to be sure.
- Has the minimum number of referees been entered (more than the minimum is highly encouraged!)

After August 15, applicant folder access will be denied. Late applications, late materials, and CV revisions will not be accepted.

Additional promotion details can be found on the FAD website: [Faculty Affairs and Development \(FAD\) Promotion and Tenure](#)
Contact Angie Basgall with any questions: abasgall2@kumc.edu

3. Click on **your Name**:



4. The applicant folder includes:
- 1-5. All materials are uploaded here.

The screenshot shows a file management interface for 'Promotion and Tenure (P&T)'. The header includes the KU Medical Center logo and the title 'Promotion and Tenure (P&T)'. Below the header is a toolbar with options: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Download', and 'A'. The main content area shows a breadcrumb path: '2024-2025 Promotion and Tenure Applicants > `Applicant Last Name, First Name'. Below this is a table with columns: 'Name', 'Modified', and 'Modified By'. The table lists five folders:

Name	Modified	Modified By
1. CV		
2. Teaching Evaluations, Materials, Mentee Letters of Support		
3. RVU's		
4. Publications		
5. Grants, Contacts		

- Folder 4 (Publications) includes subfolders.

The screenshot shows a file management interface for 'Promotion and Tenure (P&T)'. The header includes the KU Medical Center logo and the title 'Promotion and Tenure (P&T)'. Below the header is a toolbar with options: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Download', and 'Ad'. The main content area shows a breadcrumb path: '2024-2025 Promotion and Tenure Applicants > `Applicant Last Name, First Name > 4. Publications'. Below this is a table with columns: 'Name', 'Modified', and 'Modified By'. The table lists four subfolders:

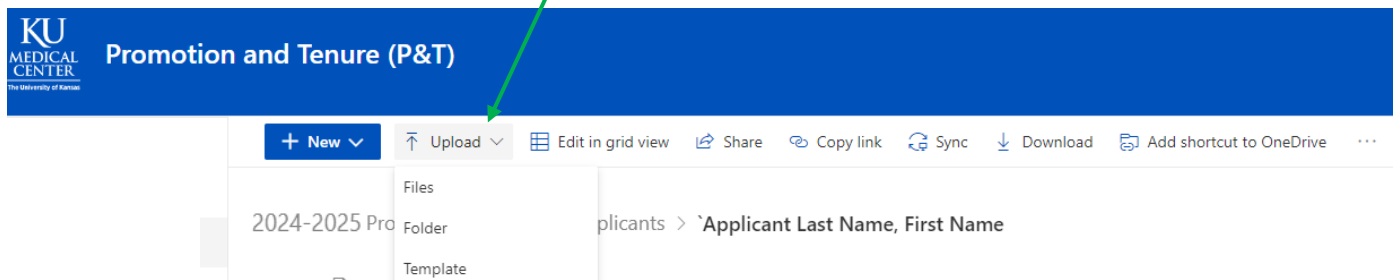
Name	Modified	Modified By
4a. Peer-Reviewed Published Articles		
4b. Manuscripts in Press - accepted for publication		
4c. Manuscripts Submitted - not yet accepted for publication		
4d. Other Scholarly Publications or Evidence of Scholarship		

How to Upload Materials and How to Delete an Uploaded Document

Use the [Application Guide](#) for folder expectations

The application process requires uploading PDF files of supporting documentation to your SharePoint folders. There are a couple of ways to do this.

1. The easiest way to upload documents is to drag and drop them in the individual folders.
 - *Be sure the correct folder is open when dragging and dropping.*
2. **Do Not upload any documents outside of your folders!** All documents must be inside a folder so be sure the folder is open before starting to drag and drop.
3. Click on a folder to open it, then drag the files. When dragging, a large blue dotted box will appear.
4. Another way to upload is to use the Upload option located on the top ribbon.



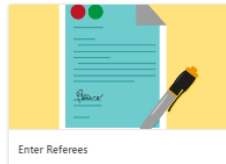
5. Click on the down arrow beside Upload and choose the appropriate option.
6. Be sure the correct folder is open before choosing the files to upload!
7. When you are finished uploading materials, double check and make sure all documents are in the correct folders.
8. To **DELETE AN UPLOADED DOCUMENT**, hover over the document, click the ellipsis (...) to the right of the document, and choose Delete

How to Enter Referee Contact Information

Referee Contact Information is Mandatory!
Refer to the [Reference Letter Requirements](#) for details

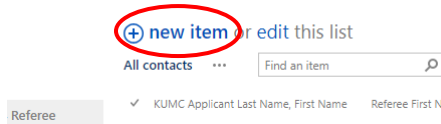
- Go to the KU SoM Promotion and Tenure SharePoint Site:
[School of Medicine 2024-2025 Faculty Promotion and Tenure Cycle](https://kumcd.sharepoint.com/sites/kumc-SOM/SOMFA/promotionandtenure/SitePages/Modern.aspx)
(<https://kumcd.sharepoint.com/sites/kumc-SOM/SOMFA/promotionandtenure/SitePages/Modern.aspx>)

- Click on the Enter Referees tile.



- Click on **+ new item** and then complete this form.

2024-2025 Referee Contact Form



- For each referee, complete a separate form.

- The referee list will only be visible to the individual who enters the information (e.g. If an assistant enters the details using their login, only the assistant will be able to see the entry).**

- FAD will provide referees with information and instructions on submission details.

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

A detailed view of the "2024-2025 Referee Contact Form". The form fields include: KUMC Applicant Last Name, First Name (with a note to enter as last name, first name); KUMC Applicant Proposed Promotion Rank (radio buttons for Professor and Associate Professor); Referee Last Name, First Name; Referee Academic Rank (radio buttons for Professor and Associate Professor, with a note that referee rank must be equivalent to or above the applicant's proposed promotion rank); Referee Status (radio buttons for External (Scholar from other University) and Internal (KUMC faculty), with a note that all external referees are required for tenure track and research track, and at least 2 external referees are required for clinical, clinical scholar, educator, and affiliate tracks); Institution; Email Address (with a note to double check for accuracy); Phone Number (with a note for format xxx-xxx-xxxx); City; State/Province; Country/Region; and a Notes field with a rich text editor. "Save" and "Cancel" buttons are at the bottom right.