

Faculty Promotion and Tenure SharePoint Guidelines

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SharePoint link: [School of Medicine 2023-2024 Faculty Promotion and Tenure Cycle](#)

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

May 5, 2023

Applicant Folders are available in SharePoint

August 15, 2023, 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 Folders

1. All folders are in SharePoint

a. SharePoint link: [School of Medicine 2023-2024 Faculty Promotion and Tenure Cycle](https://kumed.sharepoint.com/sites/kumc-SOM/SOMFA/promotionandtenure)

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.)

Promotion and Tenure (P&T)

in an... **School of Medicine**
2023-2024 Faculty Promotion and Tenure Cycle
Deadline - August 15, 2023, 6:00 p.m.
All materials must be uploaded and referee contact information entered.

APPLICANT FOLDER February 21
ENTER REFEREES February 21
GUIDES February 21

ALL UPLOADED DOCUMENT FILE NAMES SHOULD NOT EXCEED 50 CHARACTERS.

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**:

Promotion and Tenure (P&T)

+ New Upload Edit in grid view Sync Add shortcut to OneDrive Pin to Quick access

2023-2024 Promotion and Tenure Applicants

Name	Modified	Modified By	+ Add column
Applicant Last Name, First Name	February 21	Angela Basgall	

4. The applicant folder includes:

- a. Application Guide. All-inclusive guide of details for required materials to be uploaded to the SharePoint folders.
- b. Folders 1-5. All materials are uploaded here.

KU MEDICAL CENTER The University of Kansas

Promotion and Tenure (P&T)

+ New | Upload | Edit in grid view | Share | Copy link | Sync | Download

2023-2024 Promotion and Tenure Applicants > `Applicant Last Name, First Name

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

- c. Folder 4 (Publications) includes subfolders.

KU MEDICAL CENTER The University of Kansas

Promotion and Tenure (P&T)

+ New | Upload | Edit in grid view | Share | Copy link | Sync | Download

2023-2024 Promotion and Tenure Applicants > `Applicant Last Name, First Name > 4. Publications

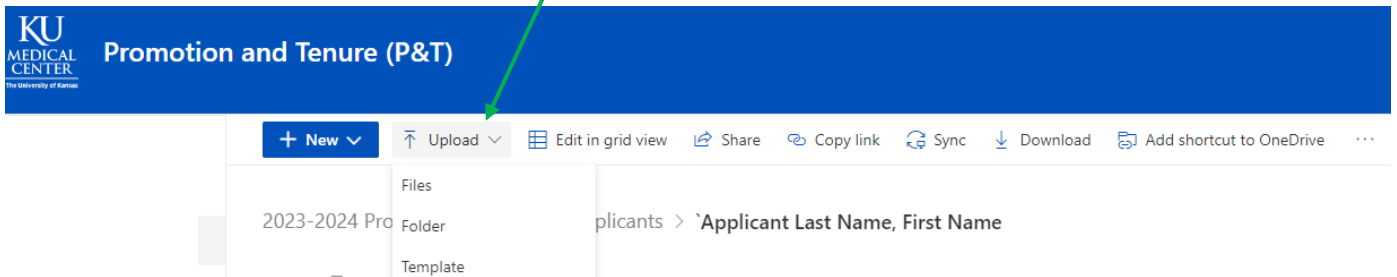
Name	Modified	Modified By
4a. Peer-Reviewed Published Articles		
4b. Manuscripts in Press - accepted for publication		
4c. Manuscripts Submitted - not yet accepted for publication		
4d. Other Scholarly Publications or Evidence of Scholarship		

How to Upload Materials

Use the **Application Guide** for folder specifics

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.



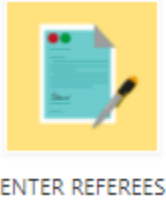
5. Click on the down arrow beside Upload and choose the appropriate option.
6. Be sure the correct folder is open before choosing the files to upload!
7. When you are finished uploading materials, double check and make sure all documents are in the correct folders.
8. To **delete an uploaded document**, 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!

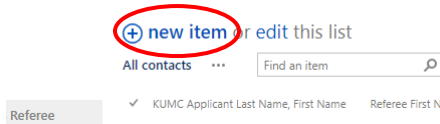
- Go to the KU SoM Promotion and Tenure SharePoint Site:
[School of Medicine 2023-2024 Faculty Promotion and Tenure Cycle](https://kumed.sharepoint.com/sites/kumc-SOM/SOMFA/promotionandtenure/SitePages/Modern.aspx)
(https://kumed.sharepoint.com/sites/kumc-SOM/SOMFA/promotionandtenure/SitePages/Modern.aspx)

- Click on the Enter Referees tile.



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

2023-2024 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.

Referee Academic Rank Phone Number Email Address Created By Referee Status

KUMC Applicant Last Name, First Name *
(ENTER AS LAST NAME, FIRST NAME)

KUMC Applicant Proposed Promotion Rank * Professor
 Associate Professor

Referee Last Name *

Referee First Name *

Referee Academic Rank * Professor
 Associate Professor
REFEREE RANK MUST BE EQUIVALENT TO OR ABOVE THE APPLICANT'S PROPOSED PROMOTION RANK.

Referee Status * External (Scholar from other University)
 Internal (KUMC faculty)
For Tenure Track and Research Track: ALL EXTERNAL REFEREES REQUIRED
For Clinical, Clinical Scholar, Educator, Affiliate Tracks: MUST HAVE AT LEAST 2 EXTERNAL REFEREES.

Institution *

Email Address *
(DOUBLE CHECK TO BE SURE EMAIL ADDRESS IS ACCURATE)

Phone Number *
(xxx-xxx-xxxx)

City *

State/Province *

Country/Region *

Notes