

Must know before continuing

Use the most recent version any of the following browsers:

PC: Internet Explorer, Firefox, or Chrome

Mac: Firefox or Chrome.

- Internet Explorer (11)
- Chrome (61+)
- Firefox (53+)
- Firefox ESR (45)
- Safari (6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x)

Please disallow popup blockers on your computer when using the OnBase system for this process. If you do not know how to disable popup blockers on your browser, please contact the helpdesk at x3350.

You must have your employee ID and your WCU username/password to proceed.

The submission process is separated into the following parts:

- 1. Evaluations and/or Observations:** Upload these documents first. You must add at least one of these documents before the application is created. You can add additional documents after TeP Application is submitted until the deadline.
- 2. TeP Application:** Complete the TeP Application online. You can begin no more than one semester before deadline. Documents will not be forwarded for review until midnight on the deadline.
- 3. Supplemental Documents:** You can upload supplemental materials after the application is signed and submitted.

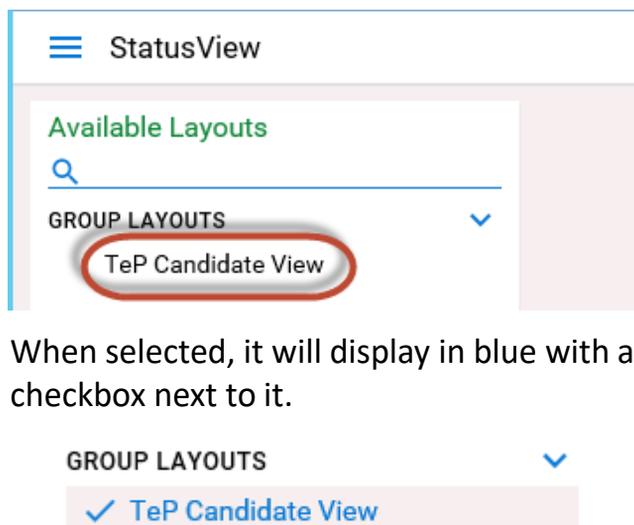
Steps to Access

To access the Tenure and Promotion Portal, please click [here](#).

Enter your WCU username and password



If not already selected, select the Candidate View from the left column.



When selected, it will display in blue with a checkbox next to it.

The portal has three panels:

1. Review Previously uploaded documents (Folder structure of binder with different sections and document viewer)
2. Instructions per role (User Guides per role as reminders)
3. Applicant Links (links to all the forms)

Upload Evaluation/Observation

NOTE: Every evaluation is its own document. If you taught two sections of the same course, each document must be loaded with information separately.

You must upload .PDF documents only. SRIS preferred format for uploading is landscape. Document must have all required signatures; if you cannot locate the signed documents contact your Dean's Office. Files must be less than 30MB.

The name of the document does not matter to this upload it is not referred to in the system; the name is only for your reference. There is no sequencing or ordering on how to upload the documents, the system will place it in the correct category.

Double Click the link on the page to open the Evaluation, Observation, Supplemental material upload form.

Applicant Links

FORMS

TeP Evaluations, Observations, & Supplemental Materials

TeP Tenure and Promotion Application

TeP Tenure and Promotion Application - Request new link

Use the dropdown menu to select which type of document you are uploading: Evaluations or Observations (in pdf format).

What type of document would you like to upload?*

Evaluation (Performance Review, Student Evaluation, etc.)
Observation

NOTE: You will only be given the option to upload Supplemental Documents once you have signed and submitted a TeP Application.

Upload Evaluation/Observation, cont.

Fill in the rest of the fields on the form. These will vary based on the document you are uploading.

Click on **Attach Evaluation & Observation...** button and then navigate to the appropriate file that you wish to

Document Upload

Evaluation & Observation – You must upload .PDF documents only.

Attach Evaluation & Observation

If uploading an evaluation, select the source. Select **student** if it's a SRIS. Enter the year, and term. Section number is not needed

If you wish, you may request a receipt of this document via email.

Would you like to receive a receipt of your submitted document?*

Yes No

Click **Submit**. Your document will be stored in the OnBase system until your application is submitted. Once you click submit, you are prompted to fill out another form.

Message
Would you like to complete another form?
Yes No

If you do not want to fill out another form, click **No** and close the window. If you do, click **yes** and a new form starts.

Repeat for each document that you need to upload.

Do not begin uploading supplemental materials at this time. You will do that after you submit an application.

Application Submission

Double click the link on the page to submit the Tenure/Promotion Application.

Applicant Links

FORMS

[TeP Evaluations, Observations, & Supplemental Materials](#)

[TeP Tenure and Promotion Application](#)

[TeP Tenure and Promotion Application - Request new link](#)

Fill in the rest of the fields on the form. Required fields are indicated by a red asterisk. Select your Reviewers from the dropdown lists. Please select your Department Chair, Dean, Department Committee Chair, and at least two additional Committee Members.

Upload Documents by selecting the individual **Attach** buttons and selecting the appropriate files.

Note: You must upload .PDF documents only. The name of the document does matter to this upload it is not referred to in the system; the name is only for your reference. There is no sequencing or ordering on how to upload the documents, the system will place it in the correct category.

Application Submission, cont.

The following documents should be uploaded as part of your application:

1. President's Notice of Tenure Eligibility [Tenure Only]
2. Candidate's Response to President's Notice of Tenure Eligibility [Tenure Only]
3. Curriculum Vitae (not to exceed 10 pages)
4. Relevant Statement(s) of Expectations
5. Department Teacher-Scholar Model(s) (DTSM)
6. Job Description(s) for Alternative Workload
7. Narrative Summary of Accomplishments (Effectively Teaching and Fulfillment of Professional Responsibilities; 6 pages)
8. Evidence(s) of Performance (total of 10 pages of evidence of teaching such as syllabi, creative assignments, or items developed from AWA that supplemented teaching)
9. Narrative Summary of Accomplishments (Continuing Scholarly Growth; 5 pages)
10. Narrative Summary of Accomplishments (Service; 5 pages)

****You do not have to upload all of the above documents in order to save your application, BUT then you MUST complete the signature section and submit in order to return to your application at a later date to continue uploading documents.**

Application Submission, cont.

Complete all portions of the **Signatures** section including the response to Statement, signature of article 13, and signature of accuracy and Act 182. You can sign using your mouse.

Signatures

In accordance with Article 13 of the Collective Bargaining Agreement, the TeP Committee has my approval to review my official personal file.

Response to statement *

I certify that this information I have presented is accurate and contains no omission of fact. I further certify that I have met the minimum requirements for the rank as specified in Act 182.

Signature

Click to Sign Document

Click **Next** to complete the supplemental binder index tab. Select whether or not you are going to be submitting any **HARD COPY** materials for consideration. These items will not be uploaded electronically.

- If you **do not** have additional hard copy items, click “NO”.

In addition to your uploaded documents, are you

- If you **do** have additional hard copy materials, select “Yes” and then select the **Add** button for each item and fill out the Description and Reference Number. The reference number can be up to 5 characters.

In addition to your uploaded documents, are you submitting hard copy materials for consideration? *

If the item is a book, DVD, CD, painting, etc., please deliver a hard copy to your department committee chair for consideration and click the Add button below to add descriptions and reference numbers.

| Index of Hard Copy Items | | Add |
|--------------------------|----------------------|---------------------------------------|
| Description | Reference Number | |
| <input type="text"/> | <input type="text"/> | <input type="button" value="Remove"/> |

The reference number is for reference in your narratives only.

Application Submission, cont.

Select **Submit**. Once you click submit, you are also logged out of the system and are taken to the Tenure and Promotion web page.

You are now able to upload digital Supplemental Documents via the **Upload Evaluation/Observation/Supplemental Document** web form.

An email will be sent to you that includes a link to edit your application (until the submission deadline) and a link to review all documents that have been uploaded.

NOTE: Keep a copy of this email for future reference.

If you lose this email, you can request a new email with the request link.

Applicant Links

FORMS

[TeP Request new Application Link](#)

Editing your submitted application

Locate the email that was sent to you when you submitted your application. The email was sent from noreply@wcupa.edu.

Open the provided link to edit your application. Enter your WCU username and password.



If you lose this email, you can request a new email with the request link.

Applicant Links

FORMS

[TeP Request new Application Link](#)

You may also use the portal to access your application.

Review Previously Uploaded Documents

- TeP Application, Evaluations & Observations, Supplemental Documents
 - GEORGE WASHINGTON (1234501)
 - Application Documents & Supplemental Materials
 - Evaluations & Observations

You are able to edit any of the fields with a white background. Fields with a grey background are locked.

Most Advanced Degree*

EMPLID

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Continued

If you need to upload any application documents, scroll down to the **“Attach...”** buttons.

Upload Documents

Curriculum Vitae (not to exceed 10 pages; 10 point)

Attach Curriculum Vitae (not to exceed 10 pages; 10 point)

Relevant Statement(s) of Expectations

Attach Relevant Statement(s) of Expectations

Once all changes have been made, scroll to the bottom of the form and click **Submit**.

If your account locks, please contact onbasesupport@wcupa.edu to have it reset.

Reviewing Documents

In the top section of the Tenure and Promotion Portal, double click “TeP Binder and Supplemental Documents”

Review Previously Uploaded Documents

☐ TeP Application, Evaluations & Observations, Supplemental Documents

Double click your name.

Review Previously Uploaded Documents

☐ TeP Application, Evaluations & Observator

☐ GEORGE WASHINGTON (1234501)

Select either the Application Documents & Supplemental Materials or Evaluations & Observations folder

☐ GEORGE WASHINGTON (1234501)

☑ Application Documents & Supplemental Materials

☑ Evaluations & Observations

You can see the list of documents in the folder under the tree separation. Double clicking a document will display the document in a new window.

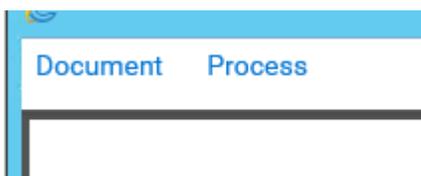
Open folders display with a white icon and black outline. Closed folders display with a black folder icon.

Editing existing binder documents

You may delete and/or add documents in your binder, application and supplemental materials up until your tenure and/or promotion due date.

Documents must be submitted in PDF format so they cannot be edited by anyone.

To delete a document (observations, evaluations, or any documents in your application) open the document from the folder structure described to the left. In the top white ribbon, click on “Process”



Hover over “Workflow System Tasks” and click TeP Delete Document.

You will then be prompted to confirm the deletion of the document. You may then upload new documents in the same manner as described in this user guide.