

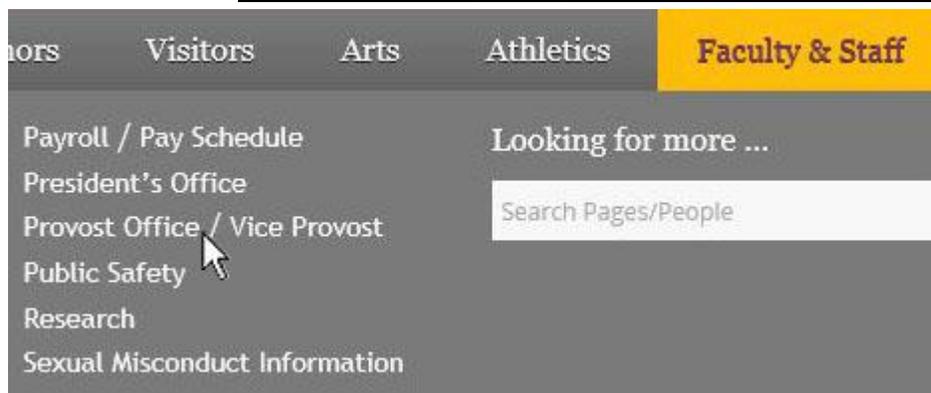
Tenure & Promotion with OnBase: Candidate User Guide

Steps to Apply for Tenure and/or Promotion

- A. Upload your Evaluations and/or Observations
 - a. This can be done any time prior to your TeP Application.
 - b. Nothing will be sent for review until the application process is complete.
- B. Complete the TeP Application (begin no more than one semester before due date).
- C. Upload Supplemental Documents, if applicable (after TeP Application is submitted).

Uploading Evaluations/Observations/Supplemental Documents

1. From WCU's website, select **Faculty & Staff** from the main menu and then select **Provost Office**. (PC: Internet Explorer, Firefox, or Chrome / Mac: Safari or Chrome)



2. Click on **Forms and Policies** from the sub-menu.



3. Click on **Upload Evaluation/Observation/Supplemental Document**.
4. Login using your WCU email address & password.

User Name

Password

5. Fill in your full Employee ID Number (from your staff ID), including any leading zeros, then hit the Tab key to populate the First and Last Name fields.

EMPLID with leading zeros *

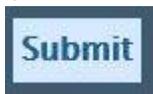
6. Use the dropdown menu to select which type of document you are uploading; Evaluations or Observations (in pdf format). **NOTE: You will only be given the option to upload Supplemental Documents once you have submitted a TeP Application.**

What type of document would you like to upload? *

7. Fill in the rest of the fields on the form. These will vary based on what you are uploading.
8. Select **Attach Evaluation & Observation...** button and then navigate to the appropriate file that you wish to upload. Be sure to label your document indicating Type of Document and Year and/or Semester.



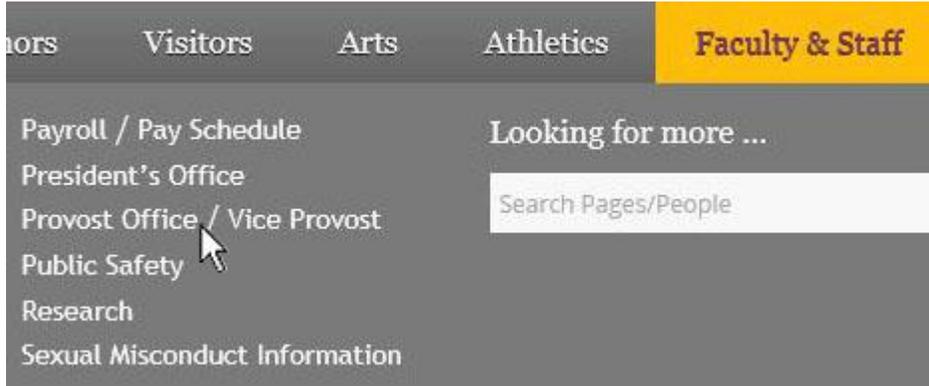
9. Select **Submit**. Your document will be stored in the OnBase system until your application is completed, however you cannot remove these documents from the system.



10. An email will be sent to the candidate that includes a link to review all documents that have been uploaded. **NOTE: Keep a copy of this email for future reference.**
11. Repeat steps 3 through 10 for each Evaluation, Observation, and Supplemental Document that you wish to upload.

Submitting an Application for Tenure and/or Promotion

1. From WCU's website, select **Faculty & Staff** from the main menu and then select **Provost Office**. (PC: Internet Explorer, Firefox, or Chrome / Mac: Safari or Chrome)



2. Click on **Forms and Policies** from the sub-menu.



3. Click on **Complete Tenure/Promotion Application**.
4. Login using your WCU email address & password.

User Name

Password

5. Fill in your full Employee ID Number (from your staff ID), including any leading zeros, then hit the Tab key to populate the First Name, Last Name, Current Rank, College, and Department fields.

EMPLID with leading zeros *

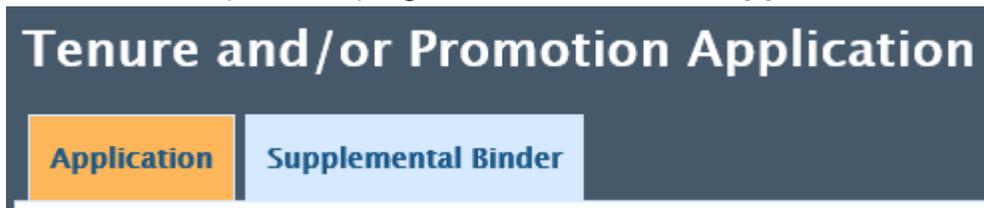
6. Populate fields for your Hire Month, Candidate Type, Classroom experience, Years in Current Rank, Most Advanced Degree, and the Institution and Year you Earned that degree.

Hire Month * <input type="text"/>	Candidate Type * <input type="text"/>	Classroom * <input type="text"/>
Years in Current Rank * <input type="text"/>	Most Advanced Degree * <input type="text"/>	Institution/Year Earned * <input type="text"/>

7. Select your Reviewers from the dropdown lists. Please select Department Chair, Dean, Department Committee Chair, and at least two additional Committee Members.

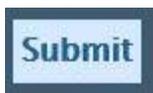
Department Chair * <input type="text"/>	Dean * <input type="text"/>
Dept Committee Chair * <input type="text"/>	Committee Member 1 * <input type="text"/>

8. Upload Documents by selecting the individual **Attach** buttons and selecting the appropriate files. The following documents should be uploaded as part of your application:
 - a. President's Notice of Tenure Eligibility [Tenure Only]
 - b. Candidate's Response to President's Notice of Tenure Eligibility [Tenure Only]
 - c. Curriculum Vitae (not to exceed 10 pages)
 - d. Relevant Statement(s) of Expectations
 - e. Department Teacher-Scholar Model(s) (DTSM)
 - f. Job Description(s) for Alternative Workload
 - g. Narrative Summary of Accomplishments (Effectively Teaching and Fulfillment of Professional Responsibilities)
 - h. Evidence(s) of Performance
 - i. Narrative Summary of Accomplishments (Continuing Scholarly Growth)
 - j. Narrative Summary of Accomplishments (Service)
9. Complete all portions of the **Signatures** section.
10. Scroll to the top of the page and click on the **Supplemental Binder** tab.



11. Select whether or not you are going to be submitting any **HARD COPY** materials for consideration. If yes, select the **Add** button for each item and fill out the Description and Reference Number.

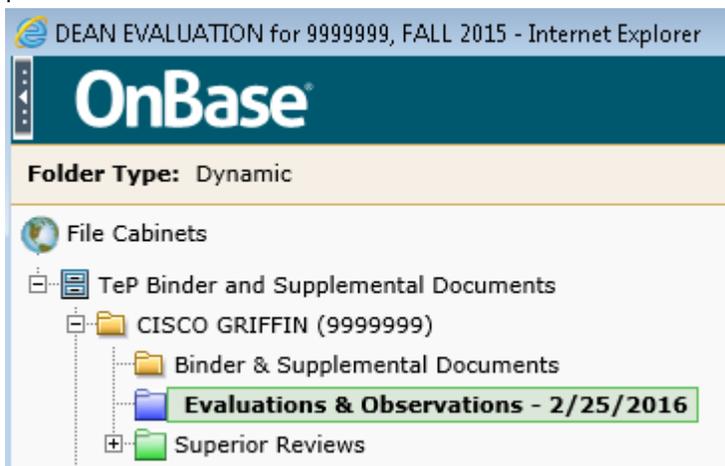
12. Select **Submit**.



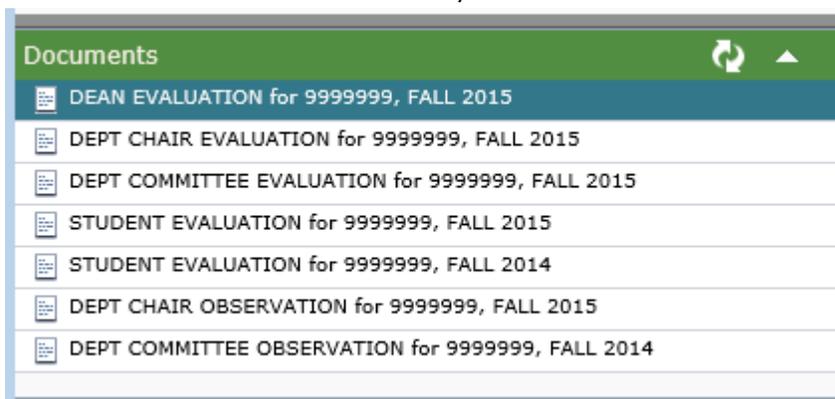
13. An email will be sent to the candidate that includes a link to edit your application (until the submission deadline) and a link to review all documents that have been uploaded. **NOTE: Keep a copy of this email for future reference.**
14. You are now able to upload digital Supplemental Documents via the **Upload Evaluation/Observation/Supplemental Document** web form.

Reviewing documents that have been uploaded into OnBase [PC Users]

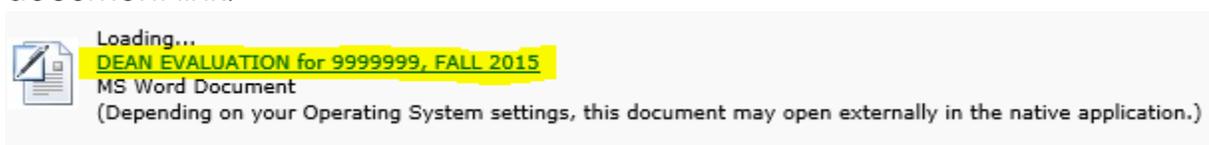
1. You will receive an email when you upload an Evaluation or Observation. This will contain a link to OnBase FolderPop, which is where you can review your documents that are in the system. You will also receive an email when you upload an Application. This will contain a link to edit your Application until the submission deadline passes, as well as the FolderPop link mentioned above.
2. You will want to open FolderPop in Internet Explorer. If your default browser is not set to Internet Explorer, you will need to copy the link from the email and paste it into the browser. Microsoft Edge may not work, so please install IE 11, if you have Windows 10.
3. Enter your login and password to access FolderPop.
4. Once you have logged into FolderPop to review submitted documents, expand your personal file folder and click on the sub-folder that you would like to review.



5. The available documents for you to review will be in the Documents section.



6. Select which document you would like to review and it will appear in the main window. If the document does not auto display, you will need to click on the document link.



7. To edit your application prior to deadline, use the link emailed to you upon submission.

Reviewing documents that have been uploaded into OnBase [Mac Users]

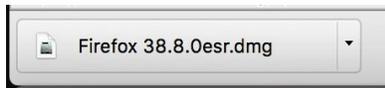
1. You will receive an email when you upload an Evaluation or Observation. This will contain a link to OnBase FolderPop, which is where you can review your documents that are in the system. You will also receive an email when you upload an Application. This will contain a link to edit your Application until the submission deadline passes, as well as the FolderPop link mentioned above.
2. To access FolderPop, you will need to install Firefox ESR 38. The standard version of Firefox will not work.
3. Open Chrome, Firefox, or Safari and go to <https://www.mozilla.org/en-US/firefox/organizations/all/>.
4. Click on Firefox 38 to display the appropriate download links.

Show: [Firefox 45](#) | [Firefox 38](#)

5. Scroll down to your preferred language link (English (US) for most) and click the OSX download link.



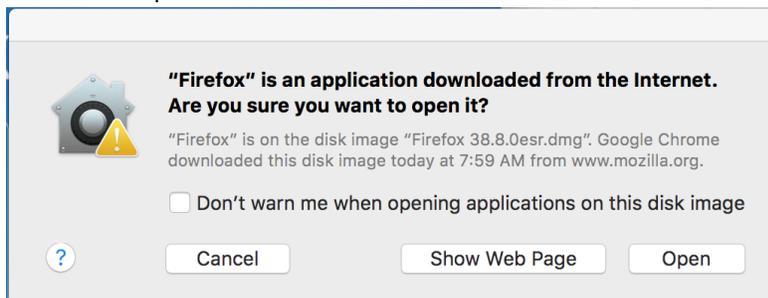
6. Click on the Firefox ESR file that was downloaded.



7. Double-click on the Firefox logo to install the browser.

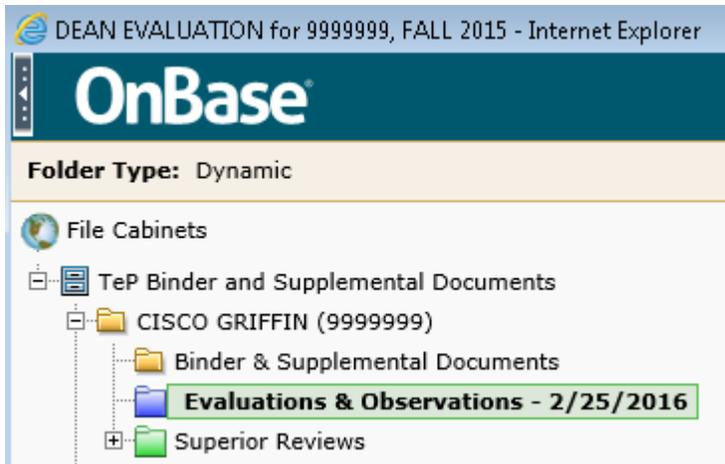


8. Select "Open" to start the browser.

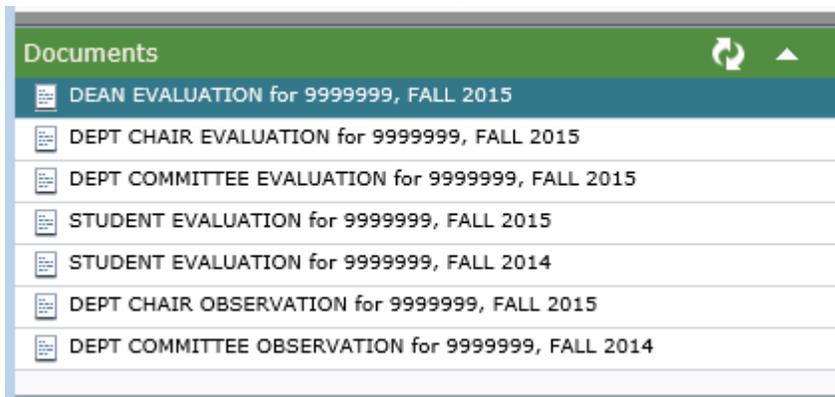


9. Now that you are in Firefox ESR 38, copy the link from the email and paste it into the browser.
10. Enter your login and password to access FolderPop.

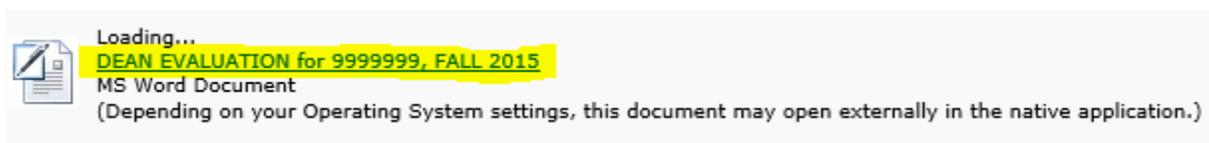
11. Once you have logged into FolderPop to review submitted documents, expand your personal file folder and click on the sub-folder that you would like to review.



12. The available documents for you to review will be in the Documents section.



13. Select which document you would like to review and it will appear in the main window. If the document does not auto display, you will need to click on the document link.



14. To edit your application prior to deadline, use the link emailed to you upon submission.