

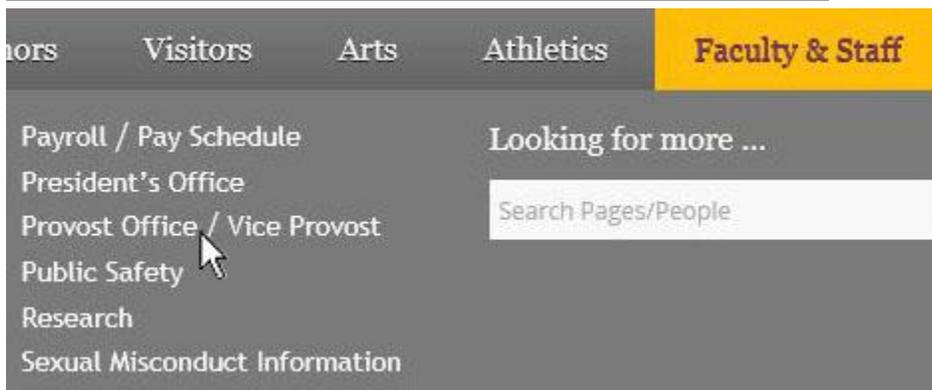
Tenure & Promotion with OnBase: Candidate User Guide

Steps to Apply for Tenure and/or Promotion

- A. Upload your Evaluations and/or Observations (before and/or after TeP Application is submitted)
- B. Complete the TeP Application (begin no more than one semester before deadline)
NOTE: Nothing will be sent for review until the application deadline passes
- C. Upload Supplemental Documents, if applicable (ONLY 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

Login

- 5. Fill in your full Employee ID Number (from your staff ID), including any leading zeros, then hit the Tab

EMPLID with leading zeros *

key to populate the First and Last Name fields.

- 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.**

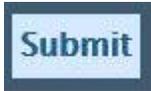
What type of document would you like to upload? *

- 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.



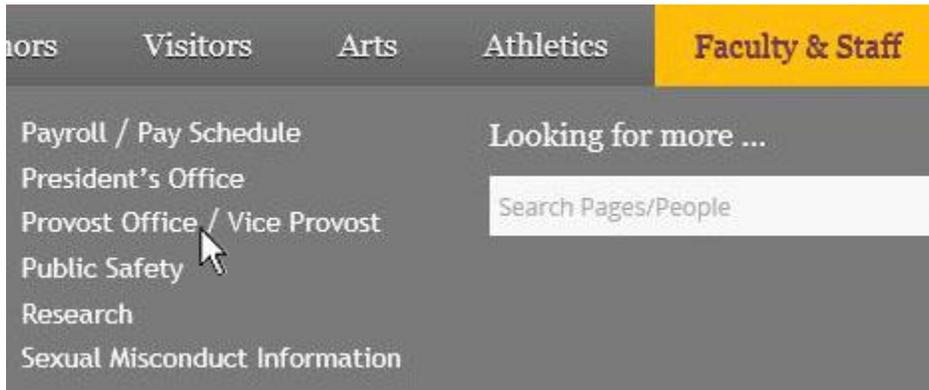
9. Select **Submit**. Your document will be stored in the OnBase system until your application is completed, however you cannot remove these documents from the system.



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.

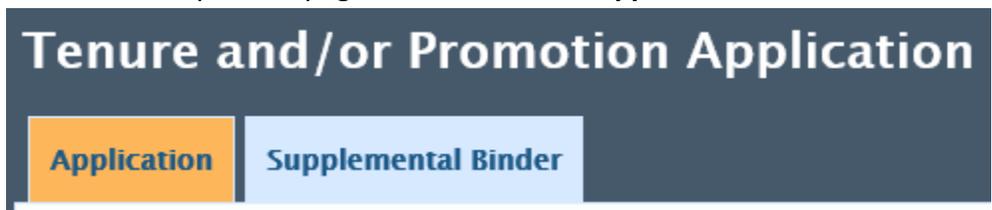
Hire Month *	Candidate Type *	Classroom *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Years in Current Rank *	Most Advanced Degree *	Institution/Year Earned *
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

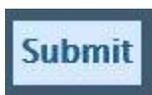
- a. President’s Notice of Tenure Eligibility [Tenure Only]
 - b. Candidate’s Response to President’s Notice of Tenure Eligibility [Tenure Only]
 - c. Curriculum Vitae (not to exceed 10 pages)
 - d. Relevant Statement(s) of Expectations
 - e. Department Teacher-Scholar Model(s) (DTSM)
 - f. Job Description(s) 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.

 A screenshot of a form titled "Index of Hard Copy Items". At the top right is an "Add" button. Below the title are two columns: "Description" and "Reference Number". Each column has a text input field. To the right of the "Reference Number" input field is a "Remove" button.

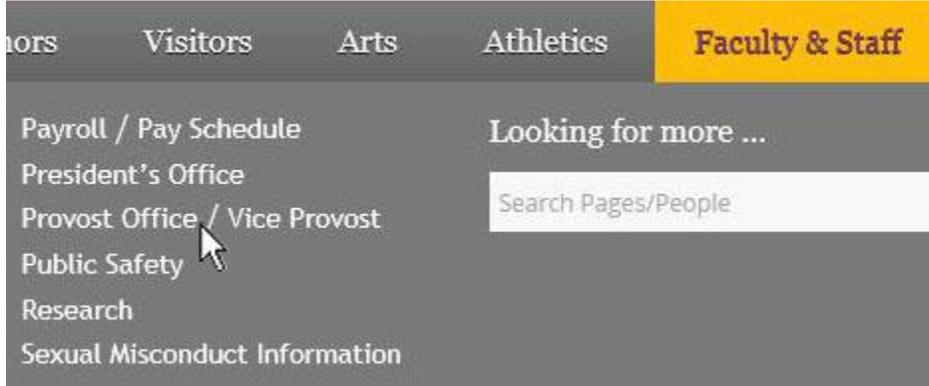
12. Select **Submit**.



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

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 **Review Previously Uploaded Documents**
4. Login using your WCU email address & password.

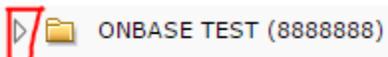
User Name

Password

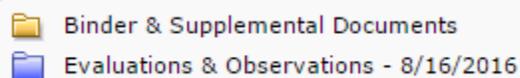
5. Click on the triangle to the left of TeP Binder and Supplemental Documents



6. Click on the triangle to the left of your name



7. Select either the Binder & Supplemental Documents or Evaluations & Observations folder



8. You can see the list of documents in the folder under the Template section



9. Selecting any item in the Template section will display the document in the window on the right.

Editing your Previously Submitted Application

1. Locate the email that was sent to you when you submitted your application. (**NOTE: email is sent from NoReply@wcupa.edu**) Open the provided link to edit your application in one of the following browsers:

Internet Explorer 11
Chrome 49+
Firefox 45+
Firefox ESR 45
Safari 6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x



2. Enter your WCU username and password
3. You are able to edit any of the fields with a white background. Fields with a grey background are locked.

EMPLID with leading zeros *

9999999

Current Rank *

ASSISTANT PROFESSOR

Hire Month *

SEPTEMBER

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

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

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

Submit

Adding / Replacing / Deleting Documents

Adding Documents

1. To add Evaluations, Observations, or Supplemental Materials, use the upload form located on the Provost Tenure and Promotion webpage:
<http://www.wcupa.edu/admin/provost/TenureAndPromotion.aspx>
2. To add application documents to a previously submitted application, see the “Editing your Previously Submitted Application” section above.

Replacing documents

1. You are only able to self-replace the following documents:
 - President’s notice of tenure eligibility
 - Candidate’s Response to President’s notice of tenure eligibility
 - Curriculum Vitae
 - Narrative Summary of Accomplishments (Teaching, Growth, and Service)
2. To replace these documents, follow the steps in the “Editing your Previously Submitted Application” section above and Attach new versions of the documents.
3. The system will replace the existing document with the newly updated version.

Deleting Documents

1. Applicants do not have the ability to delete documents from the system.
2. Send an email to Cisco Griffin (cgriffin@wcupa.edu) detailing the specific document(s) that you would like removed from the system.
3. You will get an email response when the document has been removed.