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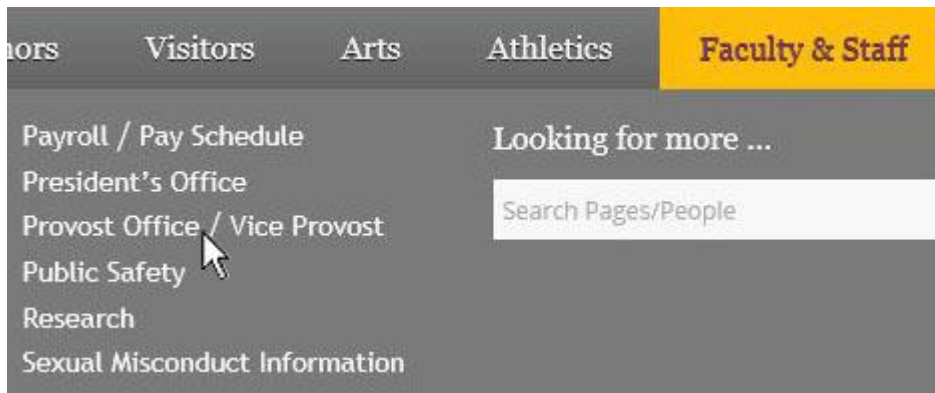
2. Click on **Forms and Policies** from the sub-menu.

3. Click on **Tenure and Promotion Submission Process**
4. Click on **Upload Evaluation/Observation/Supplemental Document**.
5. Login using your WCU email address & password.

6. Fill in your full Employee ID Number (from your staff ID), add a leading 0 so you have entered 7 numbers. Then hit the Tab key to populate the First and Last Name fields

7. 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.**

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

9. 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. Upload documents based on document type, semester and year. They will be grouped together by type for the reviewer.

Document Upload

Evaluation & Observation *

Attach Evaluation & Observation...

10. 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.
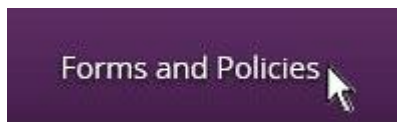
Submit

11. 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**.

12. 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)**
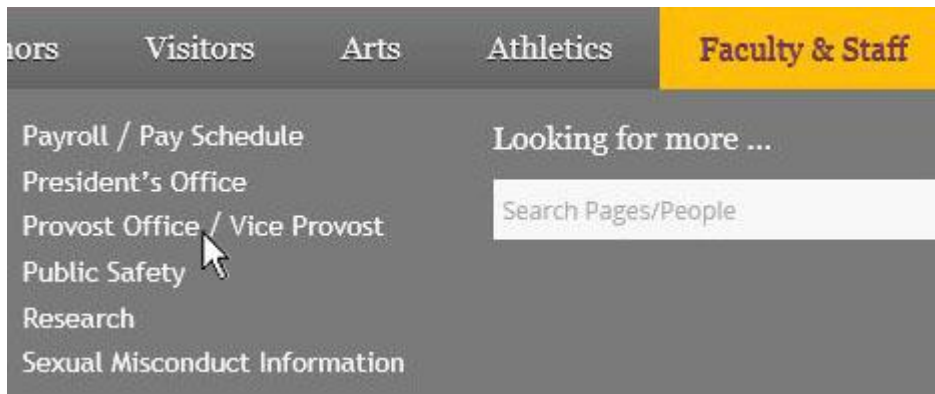
2. Click on **Forms and Policies** from the sub-menu.

3. Click on **Tenure and Promotion Submission Process**

4. Click on **Complete Tenure/Promotion Application**.

5. Login using your WCU email address & password.

6. 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.

7. 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.

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

9. 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)
10. Complete all portions of the *Signatures* section (Response to Statement and signature)
11. Scroll to the top of the page and click on the *Supplemental Binder* tab.
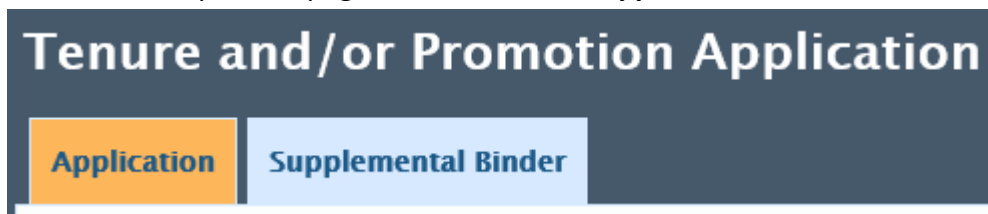
12. Select whether or not you are going to be submitting any **HARD COPY** materials for consideration. These items will not be uploaded electronically.
    a. If you **do not** have additional hard copy items, click "NO" and "Submit". You will be sent an email with a link to use to upload your supplemental materials.
    b. **I**f 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.


13. Select *Submit*.

14. 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**.
15. 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**. <u>**(PC: Internet Explorer, Firefox, or Chrome / Mac: Safari or Chrome)**</u>
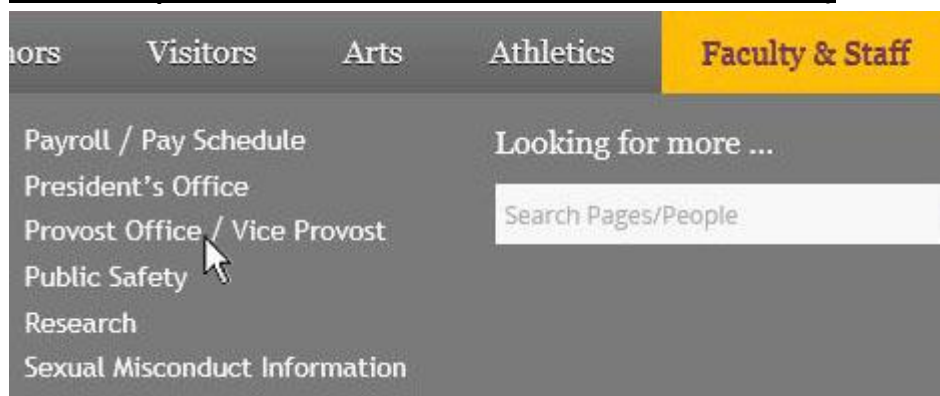
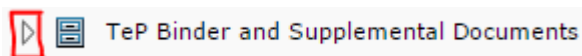2. Click on **Forms and Policies** from the sub-menu.

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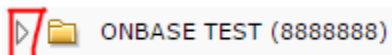
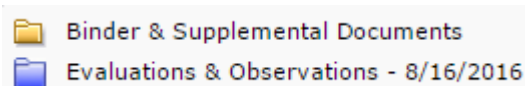4. Login using your WCU email address & password.

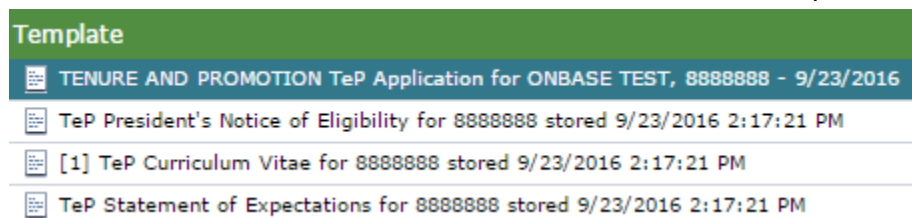5. Click on the triangle to the left of TeP Binder and Supplemental Documents

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.

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

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