

Tenure & Promotion with OnBase: Reviewer User Guide

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What you need to know before you proceed

Use the **most recent version** any of the following browsers: PC: Internet Explorer, Firefox, or Chrome / Mac: Firefox or Chrome.

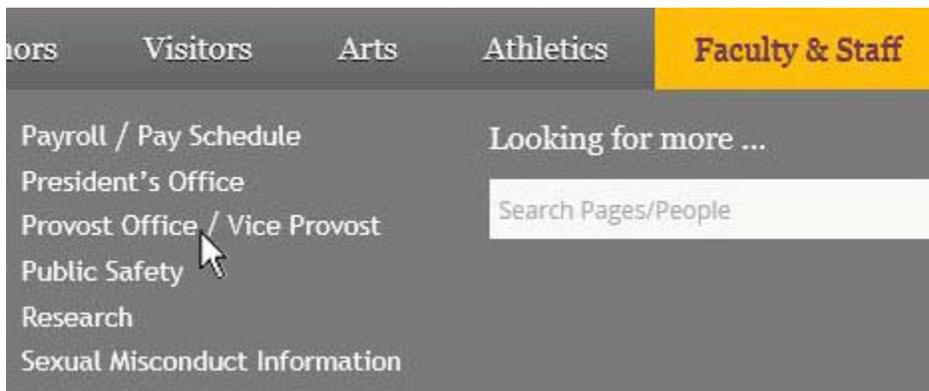
- Internet Explorer (11)
- Chrome (61+)
- Firefox (53+)
- Firefox ESR (45)
- Safari (6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x)

Please allow 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.

Steps to Review Tenure & Promotion Applications

1. From WCU's website, select *Faculty & Staff* from the main menu and then select *Provost Office*.



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



3. Click on Tenure Promotion submission process
4. Under Reviewer Links click on the *Reviewer User Guide* to assist with the review process.
Click on the *Access the OnBase Web Client* link to proceed.

Reviewer Links

Instructions for Reviewing Tenure and Promotion Applications

- [Reviewer User Guide](#)

[Access the OnBase Web Client](#)

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- a. Enter your WCU username and password

5. Navigate to Workflow

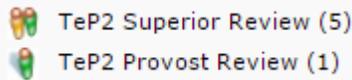
- a. Click on the pulldown menu triangle to the right of the world Document.



- b. Select Workflow from the dropdown options (a new window will open with the Workflow interface)
- c. Click on the triangle to the left of *TeP2 Superior Reviews*.



- d. Click on the appropriate workflow queue (*TeP2 Superior Review* or *TeP2 Provost Review*).



6. Review Documents

- a. Select one of the candidates with the *TeP Review Form Status* = INCOMPLETE.

TeP Review Form Status	EMPLID	First Name	Last Name	Review Type
INCOMPLETE	5432100	ONBASE	TEST	TENURE
INCOMPLETE	5432100	ONBASE	TEST	TENURE
INCOMPLETE	5432100	ONBASE	TEST	PROMOTION
INCOMPLETE	5432100	ONBASE	TEST	PROMOTION

- b. The application documents for the candidate will be listed in the Work Folder on the left.



- c. Double click on these documents to display them in the bottom window for review.

7. Recommendation Section: completed by the Committee Chairperson, Department Chairperson, Dean and Provost.

- a. When you are ready to complete the Recommendation, select the candidate with the *TeP Review Form Status* = INCOMPLETE.
- b. Use the dropdown to indicate your Recommendation



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- c. Use the *Attach TeP Reviewer Rec Letter* button to upload your Recommendation Letter.

TeP Reviewer Rec Letter*



- d. Fill out Date and Signature boxes, if they appear. Add the signature by using your mouse or if you have a touchscreen sign your name with your finger.

A screenshot of a form showing two input fields. On the left is a "Date*" field with a small calendar icon. On the right is a "Signature*" field with a large rectangular area containing the text "Click to Sign Document".

- e. Click the Save button.



- f. **Once you have filled out and saved the Review Form, you must indicate that it is complete by clicking on the *Complete* button. NOTE: This will email a copy of the Recommendation Letter to the Candidate.**



- g. Follow steps #6 a. through f. for each candidate with the *TeP Review Form Status* = INCOMPLETE on the TeP Review Form.

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Technical Support

For technical questions please contact:

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Systems Program Manager

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x3542

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