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)

Must know before continuing

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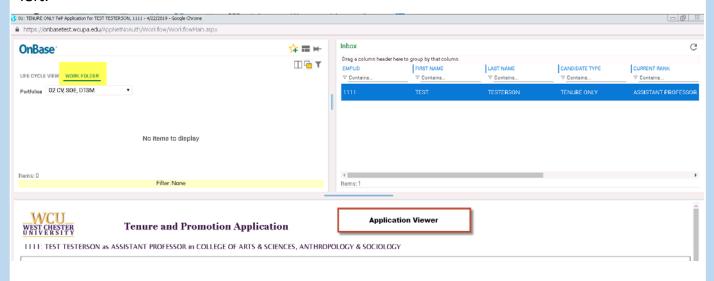
You must have your employee ID and your WCU username/password to proceed.

Review Documents

Double click one of the candidates from the review section.

OnBase will open this candidate's file. The application is displayed in the viewer in the bottom of the window, but associated documents are available via the work folder on the left.
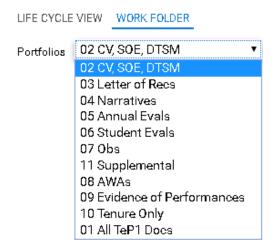
Review Documents

The work folder offers a dropdown to display the appropriate documents you wish to view.

LIFE CYCLE VIEW   WORK FOLDER

Portfolios   02 CV, SOE, DTSM ▼
02 CV, SOE, DTSM
03 Letter of Recs
04 Narratives
05 Annual Evals
06 Student Evals
07 Obs
11 Supplemental
08 AWAs
09 Evidence of Performances
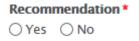10 Tenure Only
01 All TeP1 Docs

After making a selection, double click a document to open it in a new window. Close the window when you are finished.

When you are ready to complete the recommendation, attach your recommendation letter using the attach button on the form.

Recommendation Letter in PDF format

Please ensure that you only have one recommendation attached. You may delete a previous letter from a candidate's file by attaching a new recommendation letter here. *

Browse...

Record your recommendation the right of the attachment.

Recommendation *
○ Yes   ○ No

Review Documents

Click the signature box to sign the document. You may draw the signature with your mouse. When you are satisfied, click [*Apply Signature*]. The current date will automatically fill in.

Signature
Click the box, draw your signature with your mouse, and click [Apply Signature] *

Click to Sign Document

Once you have filled out and saved the review form, you are finished. The system notifies the candidate that you have uploaded your recommendation.

A reviewer should always complete his or her review from this portal. If a deadline has passed, a dean, department chair, or department committee chair should complete their review with these instructions. Deans, Department Chairs, and Department Committee Chairs will not lose access to their reviews until the review is complete.

A Tenure and Promotion Committee Chair should not complete or upload a recommendation letter on behalf of the reviewer. If a Tenure and Promotion Committee Chair uploads a recommendation letter, the candidate is not notified of the new document via email. Should this occur, the candidate can still see the recommendation letter in the portal via a third folder.