Review Documents

Double click one of the candidates from the review section.

TeP [Dept	Committee	Members
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Review-You will see docs after candidates deadline						
EMPLID	FIRST NAME	LAST NAME				
1111	TEST	TESTERSON				

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 Let	tter of Recs		
	04 Na	rratives		
	05 Annual Evals			
	06 Student Evals			
	07 Ob	s		
	11 Su	pplemental		
	08 AW	/As		
	09 Evidence of Performances			
	10 Ter	nure 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.

NOTE: You do not need to take any action. Your department committee chair will record the recommendation. You only need to prepare for this meeting by reviewing the candidate documents.

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01: TENURE ONLY TeP Application for TEST TESTE	RSON, 1111 - 4/22/2019 - Google Chrome						- @ X
A https://onbasetest.wcupa.edu/AppN	etNoAuth/Workflow/WorkflowMain.aspx						
		∲≣⊭ ⊡∎▼	Inbox Drag a column header he EMPLID © Contains	re to group by that column. FIRST NAME © Contains	Contains	CANDIDATE TYPE	CURRENT RANK
Portfolioa D2 CV, SOE, DTSM	Ŧ		1111		TESTERSON	TENURE ONLY	ASSISTANT PROFESSOR
Items: 0	No items to display		4				
	Filter: None		Items: 1				
WEST CHESTER UNIVERSITY IIII: TEST TESTERSON as A	Tenure and Promotion Applicatio	n ICES, ANTHROP		ion Viewer			