Dossier Submission Instructions

These are the instructions for submitting completed dossiers to the Provost’s UMDrive. Please note that we are using an old Nursing folder as an example—do NOT try to upload files to these example folders!

1) In your web browser navigate to the following location: https://umdrive.memphis.edu.

2) Log into UMDrive using your UUID and Password.

3) Navigate to your College or School’s Tenure & Promotion Repository.

4) Select the candidate for whom you wish to upload data by checking the box next to their folder name. **Note:** If you are in a college with several departments you will select the department you wish to upload. In this case, all candidates within the department folder will be uploaded. If you have candidates in the folder who have withdrawn since beginning the process, you will need to coordinate this with the Provost’s Office for further instructions.
5) Click the copy button.

6) You will be presented with the copy dialog box as seen below.
7) Change the destination location to the folder listed in the email instructions sent from the Provost’s Office (for example /g-provost/tandp/2012/NURS). If you received an email with a complete UMDrive link simply copy the necessary portion indicated as follows and type in the correct information for the highlighted portion of this link:

http://umdrive.memphis.edu/g-provost/tandp/2012/NURS/

Examples:

a. To copy the folder “Jackson, Robert” (as in our screenshot example) your destination would be /g-provost/tandp/2012/NURS/Jackson, Robert

b. To copy the folder for an entire department such as ECON your destination might be /g-provost/tandp/2012/FCBE/ECON

8) Click the OK button. Your selected files will be copied into the Provost’s Office T&P location.

9) Once the copy process is complete, contact Jan Brownlee (the Provost’s Office Representative) by emailing jbrownle@memphis.edu or calling extension 5036 to confirm the information has been properly received.