

T&P Instructions for Deans' Offices

Tenure and promotion dossiers are to be submitted and processed online using OneDrive. Below is a step by step description of the process. Steps to be completed by the Deans' Offices are indicated in red.

- **Dean's Office** creates folders for each department within the College/School's OneDrive TNP share. The folders should be named with the departmental abbreviation (anth, biol, chem). The College's OneDrive share can be accessed via the OneDrive portal and clicking the "Shared" category.
- **Dean's Office** creates an applicant folder within the appropriate departmental folder for each applicant. The applicant folders should be named with the applicant's last name, first name (Harbor, Ann).
- **Dean's Office** once the applicant folder is created, select the folder and click the "Share" icon. Provide the email address of the candidate. By default applicants will have read, write, and delete access.
- Applicants will receive an email notification with a link to the upload directory. Applicants need to upload materials within the specified timelines.
- **Dean's Office** updates permissions: (1) turn off applicant access; (2) turn on read access for Department Committee members; (3) turn on read, write, delete access for Department Chair and Department Committee Chair.
- Department Chair or Committee Chair uploads external reviewer documents .
- Department Committee reviews and votes.
- Department Committee Chair uploads statement.
- **Dean's Office** updates permissions: Turn off Department Committee access.
- Department Chair reviews and uploads statement.
- Department Chair and Committee Chair sign Recommendation form, which Department Chair scans, and uploads .
- **Dean's Office** updates permissions: Turn off Department Chair permissions and turn on College Committee read-only permissions.
- College T&P Committee reviews and votes.
- College Committee Chair forwards statements to dean's office for uploading.
- Committee Chair prints and signs Recommendation forms and forwards them to the Dean's Office .
- **Dean's Office** updates permissions: Turn off College Committee access.
- **Dean** reviews and uploads statement.
- **Dean** signs and uploads Recommendation form.
- Academic Affairs gives Dean's Office access to Provost's T&P Onedrive share.
- **Dean's Office** copies folders to Provost's Onedrive share. See the "Transmitting Dossiers to the Provost's Office" documentation linked on the TNP website.
<https://www.memphis.edu/aa/resources/facres/tenurepromotion/>
- **Dean's Office** deletes folders from College/School site .