The Faculty Promotion & Tenure Candidate & Reviewer Home is open for the 2019-2020 cycle. Use the links below to get started.

For P&T Candidates:

- Click on the P&T Candidate link to prepare the eBinder.

For P&T Committee Members or Other Reviewers:

- Click on the P&T Committee Member or Other Reviewer link.

The faculty candidate’s current employment information appears at the top of the page.
The left side panel will show the current review step for the eBinder. Steps will get checked in green when completed.

An asterisk * will appear in each section that needs to be completed. To complete the Summary Cover Sheet for Promotion and Tenure, click the View Form button. Once a section is completed, click the arrow preceding the section name to collapse the section.
Click on the magnifying glass to view the available promotion/tenure option(s).

Click on the promotion/tenure option that applies to you.
Click the Upload PDF button to attach the required department and college P&T criteria and your CV.

Browse and upload your attachments as separate PDF documents.
The uploaded document name will appear on the page. To upload multiple PDF documents, click the Add Additional Document button.

Click Upload PDF button to attach additional documents.
Continue to upload all required documents for Section 2.

Proceed to Section 3. Upload the required evidential materials in the teaching, research/scholarship/creative activity and service sections.
To change the display order of the documents, click the Change Attachments Order button.

Indicate the desired new display order, if applicable. Click the Update Order button when done.
Documents will now appear in the new chosen order.

If applicable, upload your 2nd and 4th Year Reviews.
Click on the View All button to view your uploaded attachments from each section as one consolidated PDF document. Alternatively, click on the View Section button to view the attachments in that section as one consolidated document.

Once you have completed all your uploads, click the Submit button.
Click the Confirm button to validate that you are ready to submit your eBinder.

Click the Return button to proceed to the next application step.
The step Prepare eBinder will now be shown with a green checkmark indicating that the step has been completed.

Next, click the Submit button to complete the faculty signoff step. As in prior steps, click the Confirm and then the Return buttons to advance your eBinder to the next step in the process.
Candidates will receive email notifications as the eBinder progresses through each level of review. The emails will include a link that provides candidates access to the review letter just completed.

To add evidential materials after initial submission, candidates should send the materials in a PDF document (with a dated cover note) to the committee chair or administrator who is currently reviewing the dossier, directing them to upload the materials to the dossier.
For questions about this process, please contact the systems administrator at facultypromotion@udel.edu.