Click on the name of the faculty candidate that you wish to review. The eBinder Status column shows the current status of the candidate in the P&T process.

Click on the View All button to view the faculty candidate's evidential material and the external letters as one consolidated PDF document. Alternatively, click on the View Section button to view the attachments in that section as one consolidated document. This viewing option is recommended if the candidate has populated every section of the system with multiple PDF documents. The bookmarks generated in the consolidated view are based on the system's subsection titles.
P&T Reviewer Navigation of the Faculty Candidate eBinder
If the candidate has elected to upload a single dossier PDF document, click on the View PDF button next to the applicable document to view the contents of the single dossier along with its embedded bookmarks. This viewing option is recommended for single dossier documents as it preserves the document's bookmarks.

If you are the committee chair or admin designee, click on the Upload PDF button to attach the signed department committee recommendation letter.
Browse and upload the 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.

Then click the Upload PDF button.
To change the display order of the documents, click the Change Attachment Order button.

Indicate the desired new display order, if applicable. Click Update Order button when done.
To complete the department committee review step, click on the View Form button in the Summary Cover Sheet for Promotion and Tenure section.

Enter the required votes in the Department Committee step then click on the Save & Return button.
Click OK to proceed with the Department Committee Review step.

Once you have uploaded the recommendation letter(s) and completed the summary cover sheet, click the Submit button.
Click on the Confirm button to validate that you are ready to submit the recommendation letter(s).

Click the Return button to proceed to the next step of the process.
The Dept. Committee Review will now be shown with a green checkmark indicating that the step has been completed. The Department Committee Appeal Review can now commence.

The eBinder has now moved to the Department Committee Appeal Review step. If the faculty candidate has not declared an intent to appeal, the committee is not required to upload an appeal response letter. The only action required is the completion of the Summary Cover Sheet in order to move the eBinder to the next review step.
To complete the department committee appeal review step, click on the View Form button in the Summary Cover Sheet for Promotion and Tenure section.

Enter 99 in the Total Votes column and the N/A column then click on the Save & Return button. Next, click the Submit button to complete the appeal step. As in the prior steps, click the Confirm and then the Return buttons to advance the eBinder to the next review step.
If the faculty candidate has declared an intent to appeal, the committee’s appeal response letter along with any candidate appeal related documents must be uploaded in the Department Committee’s Appeal Review section, and the committee’s votes must be recorded in the Summary Cover Sheet.
The uploaded document name will appear on the page. To upload multiple PDF documents, click the Add Additional Document button and then the Upload button.

To complete the department committee appeal review step, click on the View Form button in the Summary Cover Sheet for Promotion and Tenure section.
Enter the required votes in the Department Committee Appeal step then click on the Save & Return button. Next, click the Submit button to complete the appeal step. As in the prior steps, click the Confirm and then the Return buttons to advance the eBinder to the next review step.

The Dept Committee Appeal Review will now be shown with a green checkmark indicating that the step has been completed. The Department Chair Review can now commence.
Faculty candidates can add evidential material to their eBinders at any step of the review process. The candidates have been directed to submit their material along with a dated cover note to the committee chair or administrator who is currently reviewing the dossier. The committee chair/administrator is responsible for uploading the evidential material in the P&T system on behalf of the candidate.

If you are the committee chair/administrator or admin designee, click on the Upload PDF button to attach the additional evidential material provided by the candidate.
The process to record votes and to upload recommendation letters, appeal response letters and candidate updates, as outlined in this tutorial, is the same for every review step of this P&T process.

If the eBinder is at an administrator review step (i.e. Department Chair, Dean or Provost), then the administrator or admin designee must enter “1” in the total vote column and “1” in either the affirmative or negative column to accurately record the recommendation within the Summary Cover Sheet. If the eBinder is at a committee review step, then the committee chair or admin designee must enter the actual number of voting members in the total vote column and then complete the other columns according to the vote count.

Email notifications will be generated at each level of review. The emails will include a link that provides candidates access to the review letter just completed.
For questions about this process, please contact the systems administrator at facultypromotion@udel.edu.