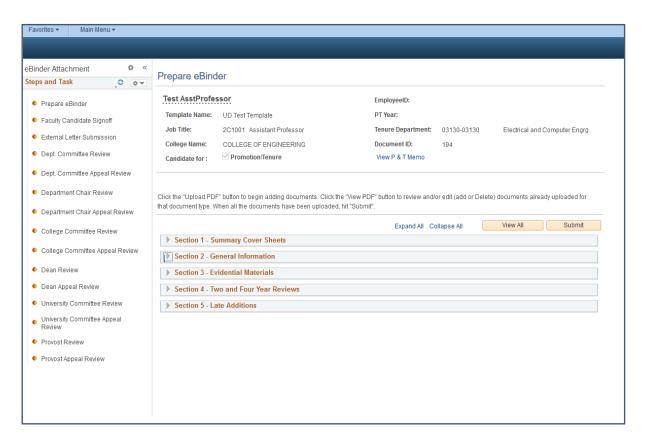# *Candidate steps to prepare and submit the eBinder in the UD P&T System*

1. Candidates receive a system-generated email providing them with a link to prepare their eBinder (dossier).
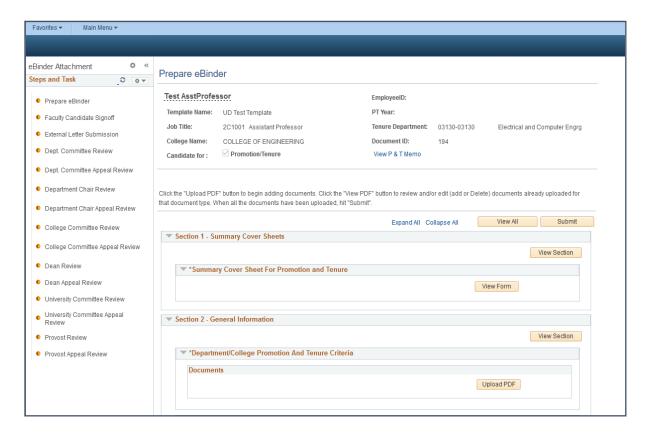
   The homepage has a navigation panel on the left that lists all the steps of the promotion process. The first 2 steps, **Prepare eBinder** and **Faculty Candidate Signoff**, must be completed by the candidates as part of the eBinder submission process.

   The system requires all material to be uploaded as **PDF files** in the General Information, Evidental Materials and the Two and Four Year Reviews sections.
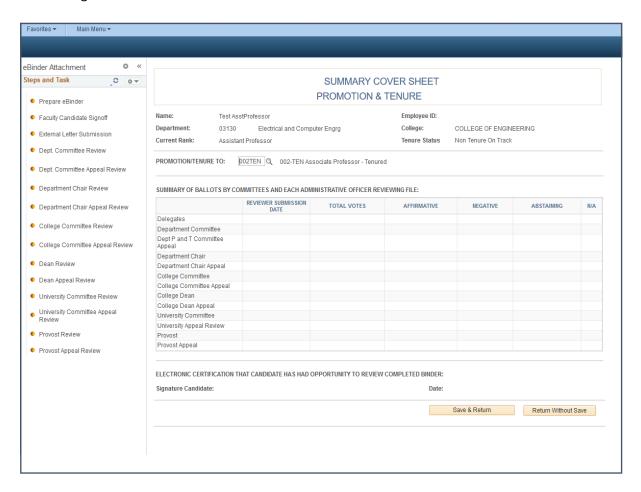
   Each section can be expanded by clicking on the arrow button on the left side of the section header title.

2. The first section contains the Summary Cover Sheet. Candidates must click on the "View Form" button to open up the form.

3. Candidates must select their promotion and/or tenure option from the drop down list before clicking on the "Save & Return" button.
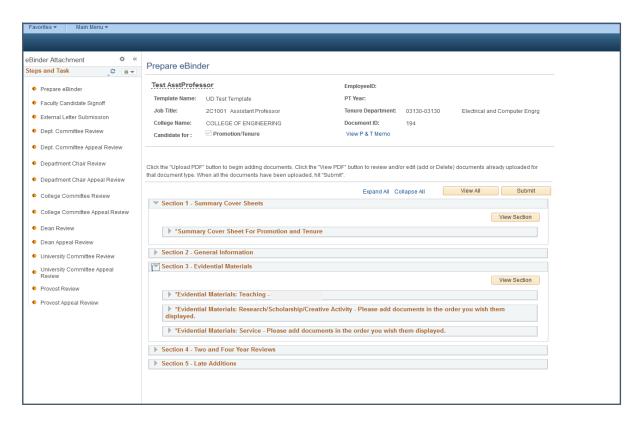

4. Next, candidates expand the General Information section to upload the College and Department P&T criteria (as separate documents), and their most recent CV.

5. Candidates then expand the Evidential Materials section to upload their documents in the relevant Teaching, Research/Scholarship/Creative Activity, and Service sections.

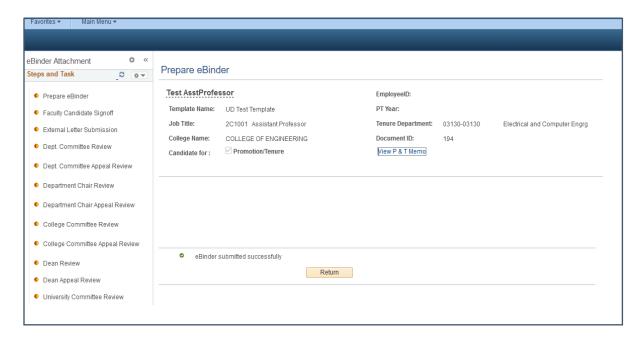   The candidates then proceed to the next section to upload their two- and four-year reviews.

6. Once all the required documents have been uploaded, candidates must click on the "Submit" button on the right side of the screen, and then click on the "Confirm" button on next webpage. If the candidates wish to edit their submission in any way, they must click the "Return" button to go back to the page containing their documents.

7. Once candidates click the "Confirm" button, they will see the following message that their eBinder has been successfully submitted. They must then click on the "Return" button to proceed to the final step of the submission process which is the Faculty Candidate Signoff step.

8. To sign off on the eBinder, candidates must click on the "Submit" button and then on the "Confirm" button on the next webpage.

9. Once this final "Confirm" step is completed, the eBinder will move to the next step of the promotion process.

eBinder Attachment

Steps and Task

- ● Prepare eBinder
- ● Faculty Candidate Signoff
- ● External Letter Submission
- ● Dept. Committee Review
- ● Dept. Committee Appeal Review
- ● Department Chair Review
- ● Department Chair Appeal Review
- ● College Committee Review
- ● College Committee Appeal Review

Faculty Candidate Signoff

Test AsstProfessor

Template Name:	UD Test Template	**EmployeeID:**	
Job Title:	2C1001 Assistant Professor	**PT Year:**	
College Name:	COLLEGE OF ENGINEERING	**Tenure Department:**	03130-03130 Electrical and Computer Engrg
Candidate for :	☑ Promotion/Tenure	**Document ID:**	194
		View P & T Memo	

Click "Confirm" to advance the eBinder to the next step in the process. Otherwise, hit "Return".

Confirm   Return