

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, Evidential 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.

The screenshot shows the 'Prepare eBinder' interface. At the top, there are 'Favorites' and 'Main Menu' dropdowns. Below is a header for 'eBinder Attachment' with a 'Steps and Task' dropdown. The left sidebar lists various review steps, with 'Prepare eBinder' selected. The main content area is titled 'Prepare eBinder' and shows details for 'Test AsstProfessor'. It includes fields for 'Template Name' (UD Test Template), 'Job Title' (2C1001 Assistant Professor), 'College Name' (COLLEGE OF ENGINEERING), and 'Candidate for' (checked 'Promotion/Tenure'). It also displays 'EmployeeID', 'PT Year', 'Tenure Department' (03130-03130 Electrical and Computer Engrg), and 'Document ID' (194). A 'View P & T Memo' link is present. Below this, instructions state: 'Click the "Upload PDF" button to begin adding documents. Click the "View PDF" button to review and/or edit (add or Delete) documents already uploaded for that document type. When all the documents have been uploaded, hit "Submit".' There are 'Expand All', 'Collapse All', 'View All', and 'Submit' buttons. A list of sections follows: 'Section 1 - Summary Cover Sheets', 'Section 2 - General Information', 'Section 3 - Evidential Materials', 'Section 4 - Two and Four Year Reviews', and 'Section 5 - Late Additions', each with a right-pointing arrow to expand it.

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

Favorites ▾ Main Menu ▾

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
- Dean Review
- Dean Appeal Review
- University Committee Review
- University Committee Appeal Review
- Provost Review
- Provost Appeal Review

Prepare eBinder

Test AsstProfessor EmployeeID:

Template Name: UD Test Template PT Year:

Job Title: 2C1001 Assistant Professor Tenure Department: 03130-03130 Electrical and Computer Engrg

College Name: COLLEGE OF ENGINEERING Document ID: 194

Candidate for : Promotion/Tenure [View P & T Memo](#)

Click the "Upload PDF" button to begin adding documents. Click the "View PDF" button to review and/or edit (add or Delete) documents already uploaded for that document type. When all the documents have been uploaded, hit "Submit".

[Expand All](#) [Collapse All](#) [View All](#) [Submit](#)

▼ **Section 1 - Summary Cover Sheets** [View Section](#)

▼ ***Summary Cover Sheet For Promotion and Tenure**

[View Form](#)

▼ **Section 2 - General Information** [View Section](#)

▼ ***Department/College Promotion And Tenure Criteria**

Documents [Upload PDF](#)

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

**SUMMARY COVER SHEET
PROMOTION & TENURE**

Name: TestAsstProfessor Employee ID:
 Department: 03130 Electrical and Computer Engr College: COLLEGE OF ENGINEERING
 Current Rank: Assistant Professor Tenure Status: Non Tenure On Track

PROMOTION/TENURE TO: 002TEN 002-TEN Associate Professor - Tenured

SUMMARY OF BALLOTS BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	REVIEWER SUBMISSION DATE	TOTAL VOTES	AFFIRMATIVE	NEGATIVE	ABSTAINING	N/A
Delegates						
Department Committee						
Dept P and T Committee Appeal						
Department Chair						
Department Chair Appeal						
College Committee						
College Committee Appeal						
College Dean						
College Dean Appeal						
University Committee						
University Appeal Review						
Provost						
Provost Appeal						

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD OPPORTUNITY TO REVIEW COMPLETED BINDER:
 Signature Candidate: Date:

[Save & Return](#) [Return Without Save](#)

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

Click the "Upload PDF" button to begin adding documents. Click the "View PDF" button to review and/or edit (add or Delete) documents already uploaded for that document type. When all the documents have been uploaded, hit "Submit".

[Expand All](#) [Collapse All](#) [View All](#) [Submit](#)

Section 1 - Summary Cover Sheets

Section 2 - General Information [View Section](#)

***Department/College Promotion And Tenure Criteria**

Documents

1	Test_PT_Dept_Criteria.pdf	View PDF	Delete PDF
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***Curriculum Vitae**

Documents

1	Test_Curriculum.pdf	View PDF	Delete PDF
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- 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.

Prepare eBinder

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

Click the "Upload PDF" button to begin adding documents. Click the "View PDF" button to review and/or edit (add or Delete) documents already uploaded for that document type. When all the documents have been uploaded, hit "Submit".

Expand All Collapse All View All Submit

Section 1 - Summary Cover Sheets View Section

*Summary Cover Sheet For Promotion and Tenure

Section 2 - General Information

Section 3 - Evidential Materials View Section

*Evidential Materials: Teaching -

*Evidential Materials: Research/Scholarship/Creative Activity - Please add documents in the order you wish them displayed.

*Evidential Materials: Service - Please add documents in the order you wish them displayed.

Section 4 - Two and Four Year Reviews

Section 5 - Late Additions

- 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.

Prepare eBinder

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

Click "Confirm" if this eBinder is complete and ready for final submission. Otherwise, hit "Return". Once you "Confirm", you will be unable to add or change any of these document submissions and this eBinder will be advanced for a final pre-signature review by the P&T delegate.

Confirm Return

- 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.

Prepare eBinder

Test AsstProfessor

EmployeeID: _____
 PT Year: _____
 Tenure Department: 03130-03130 Electrical and Computer Engrg
 Document ID: 194
[View P & T Memo](#)

Template Name: UD Test Template
 Job Title: 2C1001 Assistant Professor
 College Name: COLLEGE OF ENGINEERING
 Candidate for : Promotion/Tenure

eBinder submitted successfully

[Return](#)

- To sign off on the eBinder, candidates must click on the “Submit” button and then on the “Confirm” button on the next webpage.

Faculty Candidate Signoff

Test AsstProfessor

EmployeeID: _____
 PT Year: _____
 Tenure Department: 03130-03130 Electrical and Computer Engrg
 Document ID: 194
[View P & T Memo](#)

Template Name: UD Test Template
 Job Title: 2C1001 Assistant Professor
 College Name: COLLEGE OF ENGINEERING
 Candidate for : Promotion/Tenure

Click on the 'View All' button to open and review the entire eBinder in a PDF format, or expand a section below and click the 'View Section' button to review just the documents within that section. Use the bookmarks to navigate to a specific document. When your review is complete, click 'Submit' to attest that you have had the opportunity to review your complete eBinder. Once both you and your Chair have so attested, the eBinder will be advanced for committee review.

[Expand All](#) [Collapse All](#) [View All](#) [Submit](#)

- ▶ Section 1 - Summary Cover Sheets
- ▶ Section 2 - General Information
- ▶ Section 3 - Evidential Materials
- ▶ Section 4 - Two and Four Year Reviews
- ▶ Section 5 - Late Additions

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

Favorites ▾ Main Menu ▾

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 EmployeeID:

Template Name: UD Test Template PT Year:

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College Name: COLLEGE OF ENGINEERING Document ID: 194

Candidate for: Promotion/Tenure [View P & T Memo](#)

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