
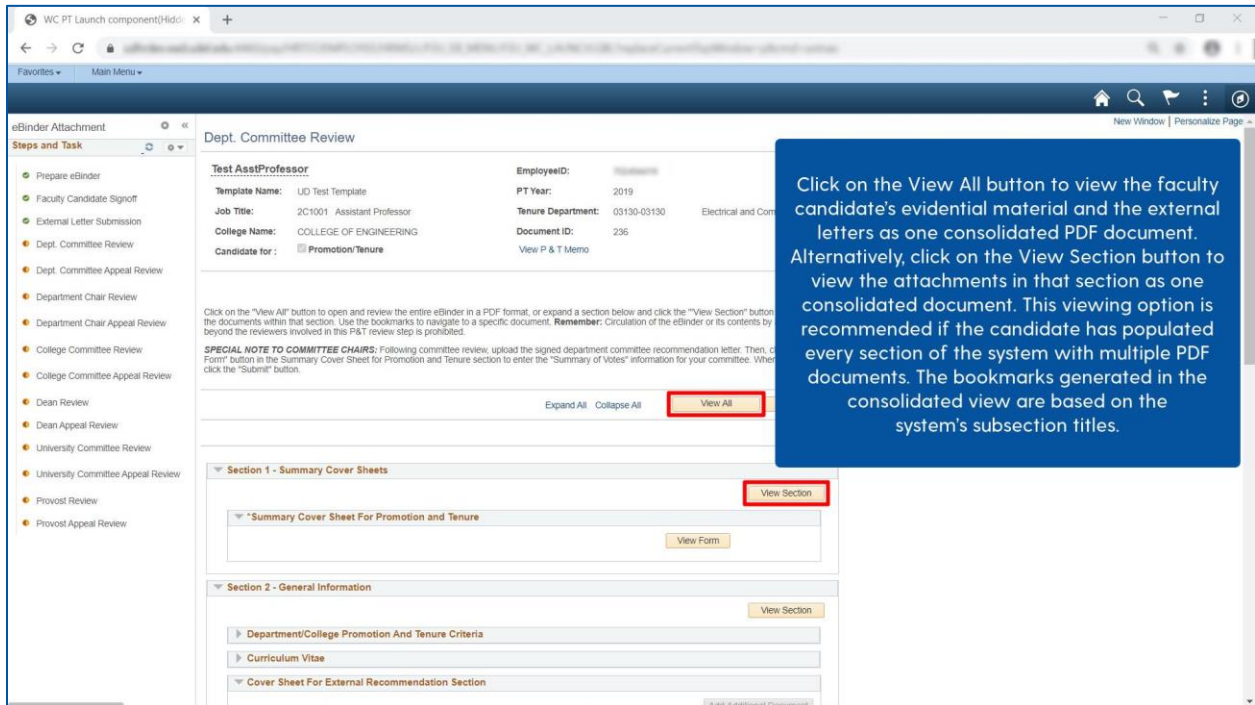


Search/Select eBinder

Search for eBinders

Name	EmpID	Category	Job Title	Department	Department Name	Personalize Find  First 1 of 1 Last	eBinder Status
1 AsstProfessor,Test		Promo to 002TEN - Assoc Prof	Assistant Professor	03130	Electrical and Computer Engrg	COLLEGE OF ENGINEERING	Dept. Committee Review

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.



WC PT Launch component(s)id: x


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

Dept. Committee Review

Test AsstProfessor

EmployeeID: 

PT Year: 2019

Job Title: 2C1001 Assistant Professor

Tenure Department: 03130-03130 Electrical and Com

College Name: COLLEGE OF ENGINEERING

Document ID: 236

Candidate for: ☒ Promotion/Tenure ☐ View P & T Memo

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 view the documents within that section. Use the bookmarks to navigate to a specific document. **Remember:** Circulation of the eBinder or its contents beyond the reviewers involved in this P&T review step is prohibited.

SPECIAL NOTE TO COMMITTEE CHAIRS: Following committee review, upload the signed department committee recommendation letter. Then, click the "Form" button in the Summary Cover Sheet for Promotion and Tenure section to enter the "Summary of Votes" information for your committee. When click the "Submit" button.

Expand All Collapse All **View All**

Section 1 - Summary Cover Sheets

Summary Cover Sheet For Promotion and Tenure

View Section

View Form

Section 2 - General Information

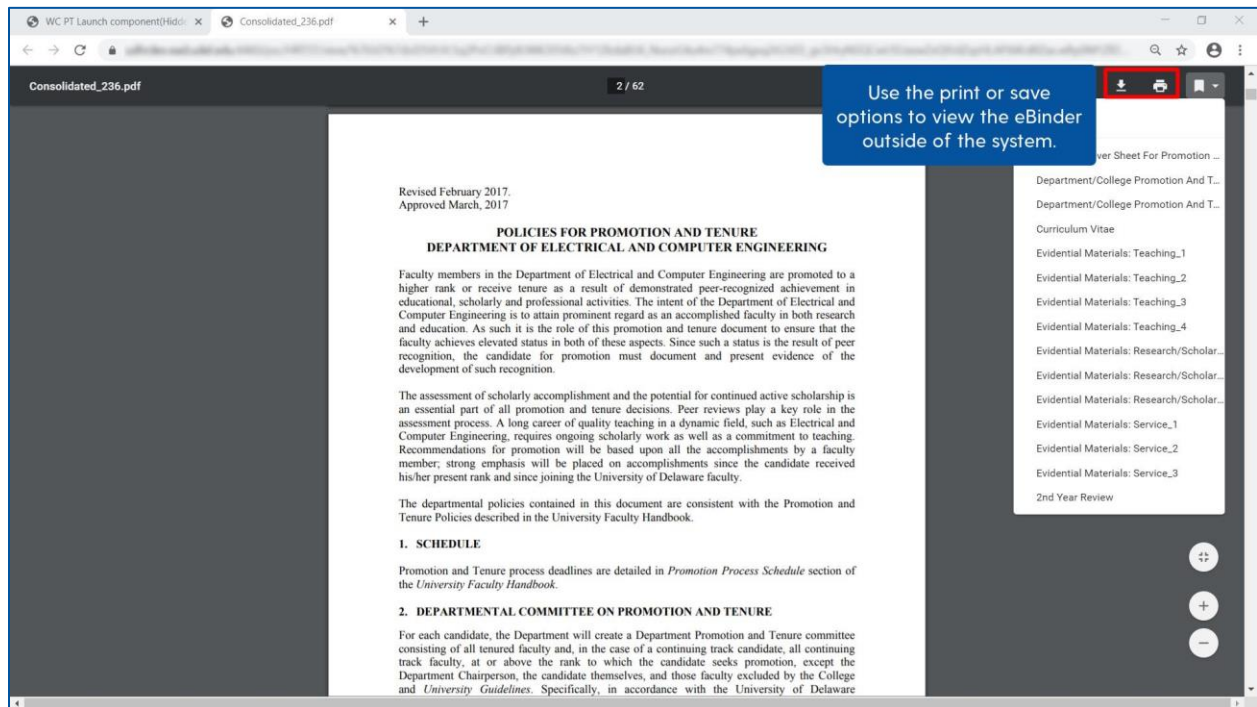
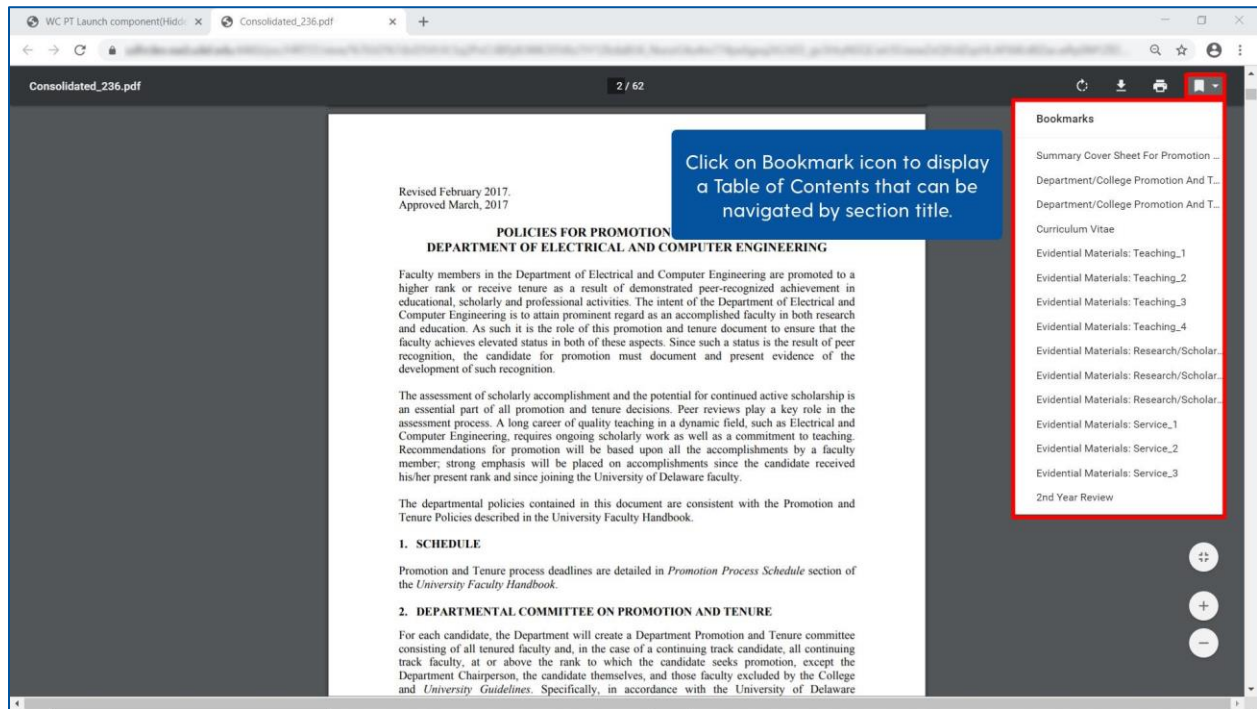
View Section

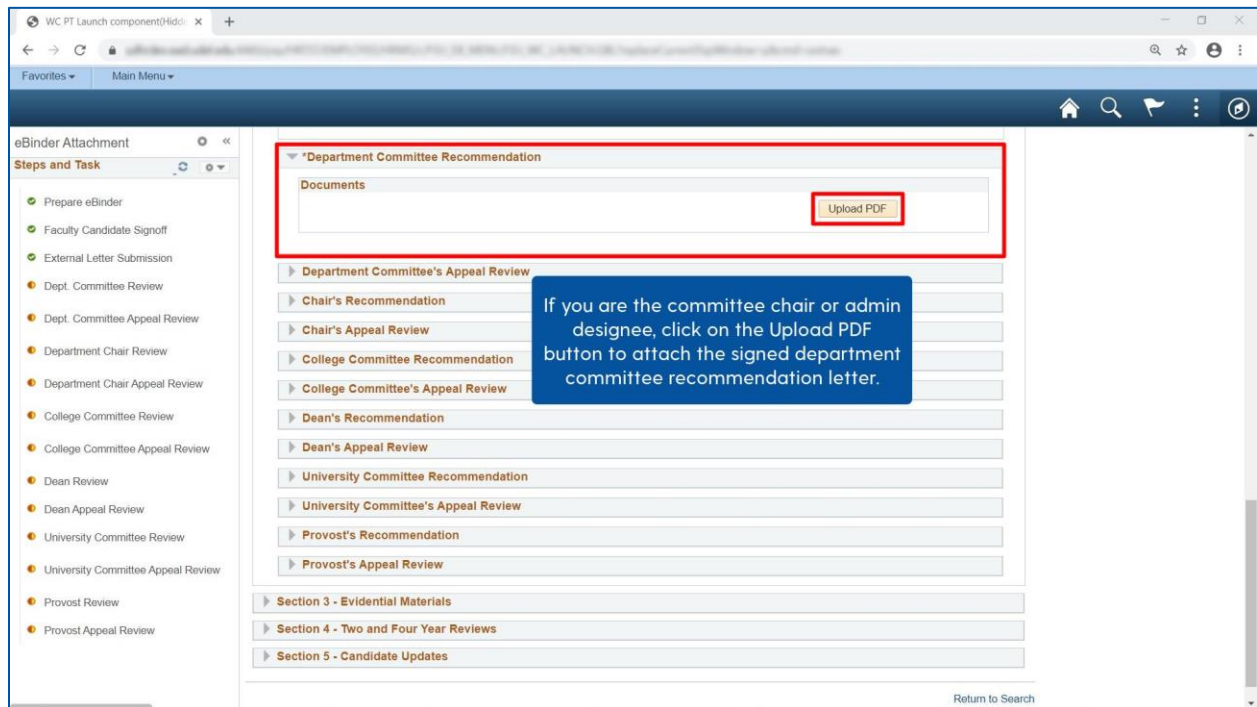
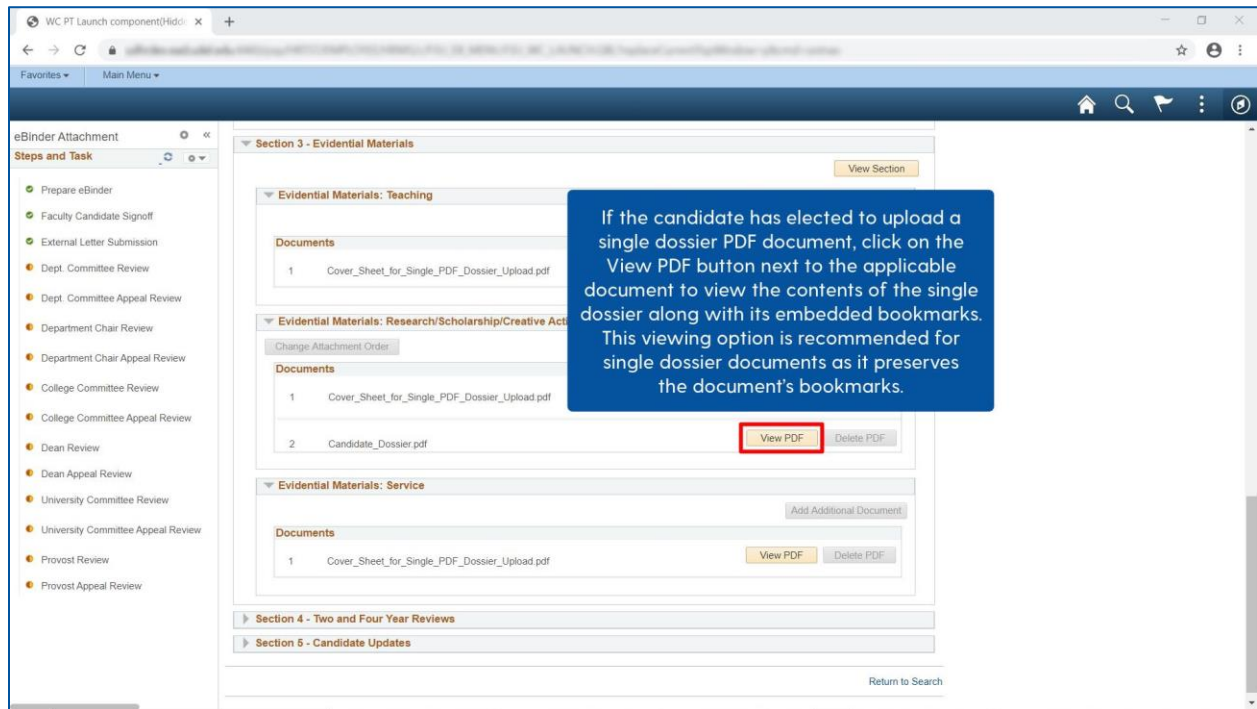
Department/College Promotion And Tenure Criteria

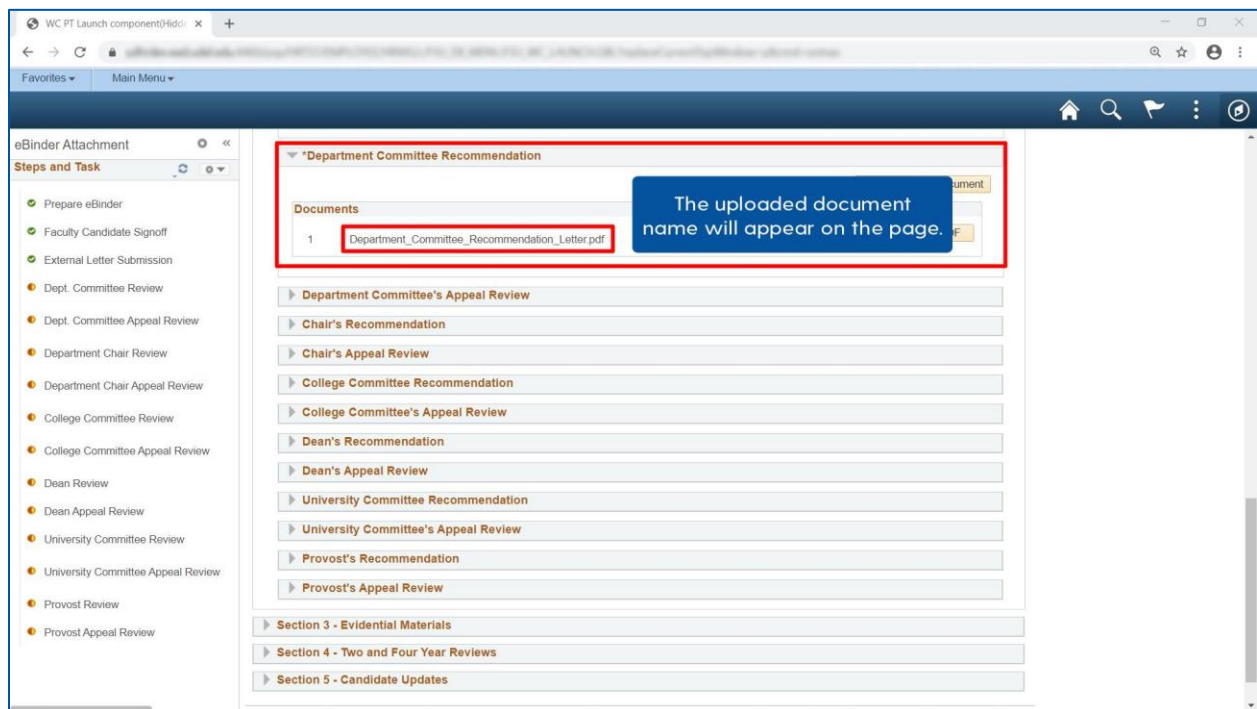
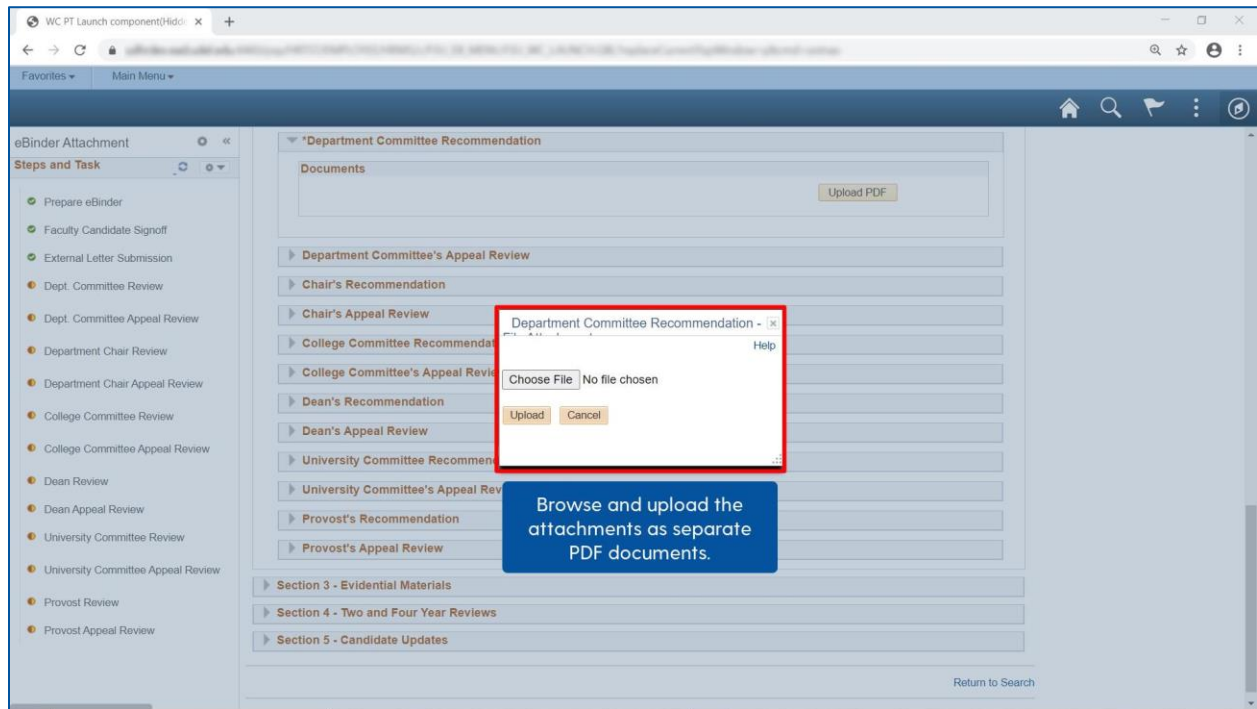
Curriculum Vitae

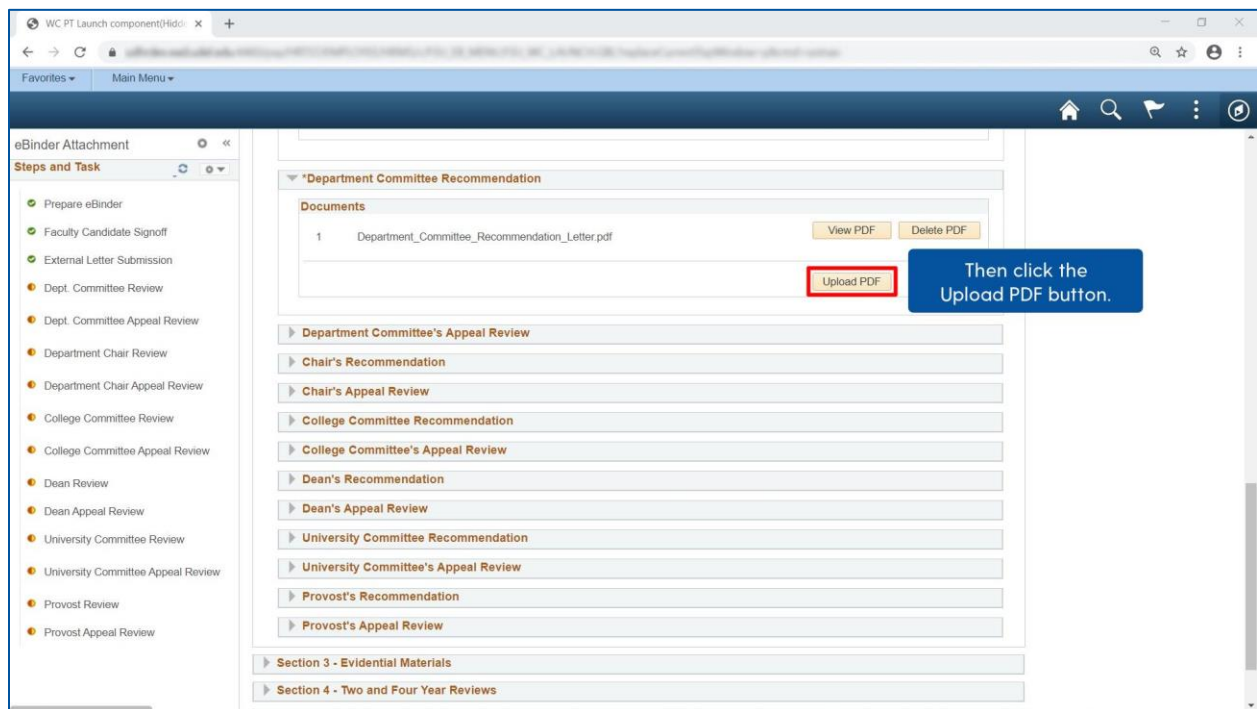
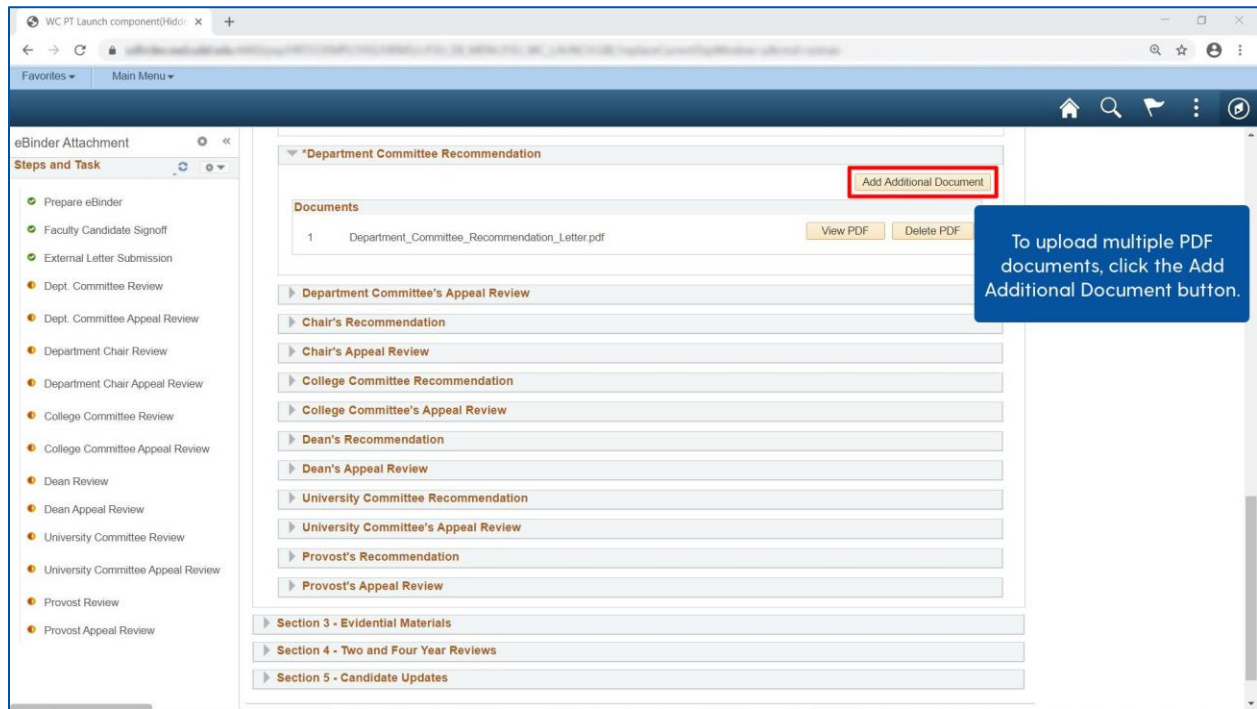
Cover Sheet For External Recommendation Section

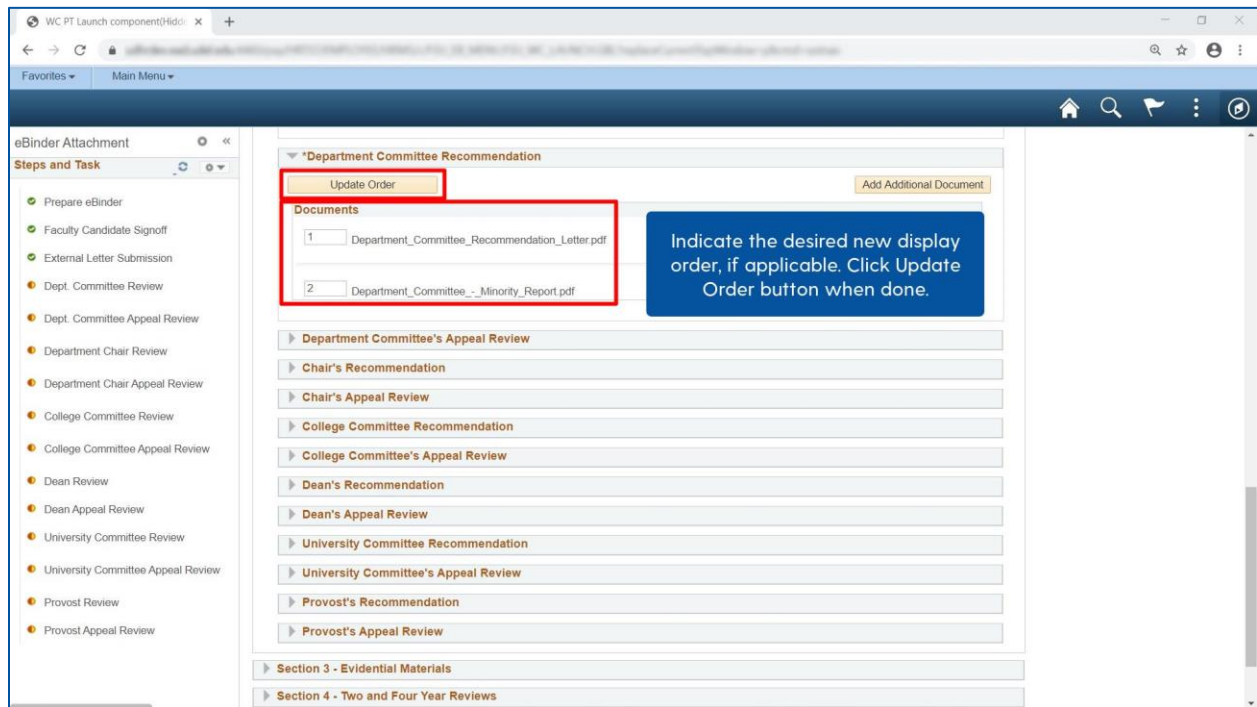
Click on the View All button to view the faculty candidate's evidential material and the external letters as one consolidated PDF document. Alternatively, click on the View Section button to view the attachments in that section as one consolidated document. This viewing option is recommended if the candidate 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.











2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AsstProfessor Employee ID: [REDACTED]
 Department: 03130 Electrical and Computer Engrg 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 VOTES BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	REVIEWER SUBMISSION DATE	TOTAL VOTES	AFFIRMATIVE	NEGATIVE	ABSTAINING	N/A
External Letter Submission	07/16/2020	99				
Department Committee	07/16/2020	8	7		1	
Department Committee Appeal						
Department Chair						
Department Chair Appeal						
College Committee						
College Committee Appeal						
College Dean						
College Dean Appeal						
University Committee						
University Committee Appeal						
Provost						
Provost Appeal						

Enter the required votes in the Department Committee step then click on the Save & Return button.

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD AN OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: Test AsstProfessor Date: 07/16/2020

Save & Return Return Without Save

WC PT Launch component(Hiddi: X)

2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AsstProfessor Employee ID: [REDACTED]
 Department: 03130 Electrical and Computer Engrg College: COLLEGE OF ENGINEERING
 Current Rank: Assistant Professor Tenure Status: Non Tenure On Track

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

SUMMARY OF VOTES

Message

Remember, if you have completed all actions required at this step, you must also hit "Submit" on the eBinder Documents page to advance the eBinder to the next step.

OK Cancel

Click OK to proceed with the Department Committee Review step.

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD AN OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: Test AsstProfessor Date: 07/16/2020

Save & Return Return Without Save

WC PT Launch component(Hiddi: X)

Dept. Committee Review

Test AsstProfessor EmployeeID: [REDACTED]
 Template Name: UD Test Template PT Year: 2019
 Job Title: 2C1001 Assistant Professor Tenure Department: 03130-03130 Electrical and Computer Engrg
 College Name: COLLEGE OF ENGINEERING Document ID: 236
 Candidate for: Promotion/Tenure View P & T Memo

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. **Remember:** Circulation of the eBinder or its contents by any means beyond the reviewers involved in this P&T review step is prohibited.

SPECIAL NOTE TO COMMITTEE CHAIRS: Following committee review, upload the signed department committee recommendation letter. Then, click the "View Form" button in the Summary Cover Sheet for Promotion and Tenure section to enter the "Summary of Votes" information for your committee. When finished, click the "Submit" button.

Expand All Collapse All View All Submit

Section 1 - Summary Cover Sheets

Summary Cover Sheet For Promotion and Tenure

View Form

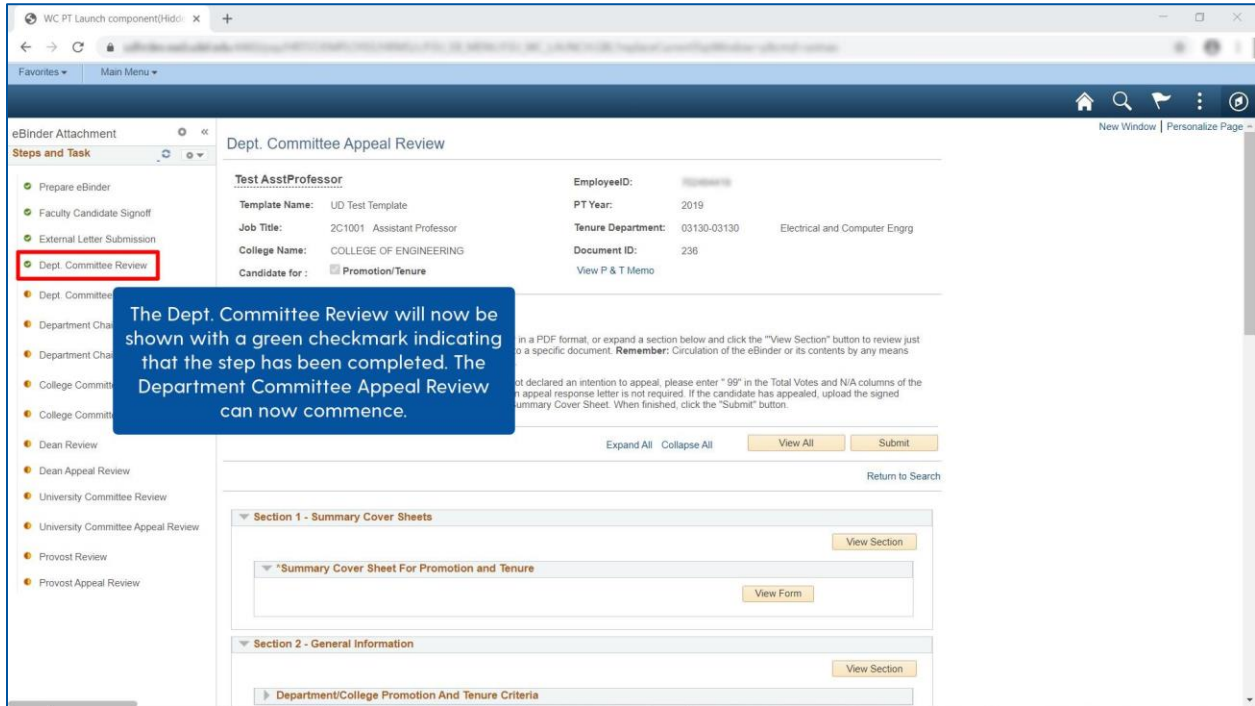
Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

Once you have uploaded the recommendation letter(s) and completed the summary cover sheet, click the Submit button.

The screenshot shows the eBinder Attachment interface. On the left, the 'Steps and Task' list includes: Prepare eBinder, Faculty Candidate Signoff, External Letter Submission, Dept. Committee Review (highlighted), 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, and Provost Appeal Review. The main content area displays the 'Dept. Committee Review' form. The form includes fields for 'Test AsstProfessor' (EmployeeID, PT Year, Tenure Department, Document ID, View P & T Memo), 'Template Name' (UD Test Template), 'Job Title' (2C1001 Assistant Professor), 'College Name' (COLLEGE OF ENGINEERING), and 'Candidate for' (Promotion/Tenure). A green status message 'eBinder submitted successfully' is displayed. A red box highlights the 'Return' button, and a blue callout box with white text says: 'Click the Return button to proceed to the next step of the process.'



WC PT Launch component(Hiddi: X)

Dept. Committee Appeal Review

Test AsstProfessor

EmployeeID: [Redacted]
PT Year: 2019
Tenure Department: 03130-03130 Electrical and Computer Engrg
Document ID: 236
View P & T Memo

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

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.

Expand All Collapse All View All Submit

Return to Search

Section 1 - Summary Cover Sheets

View Section

*Summary Cover Sheet For Promotion and Tenure

View Form

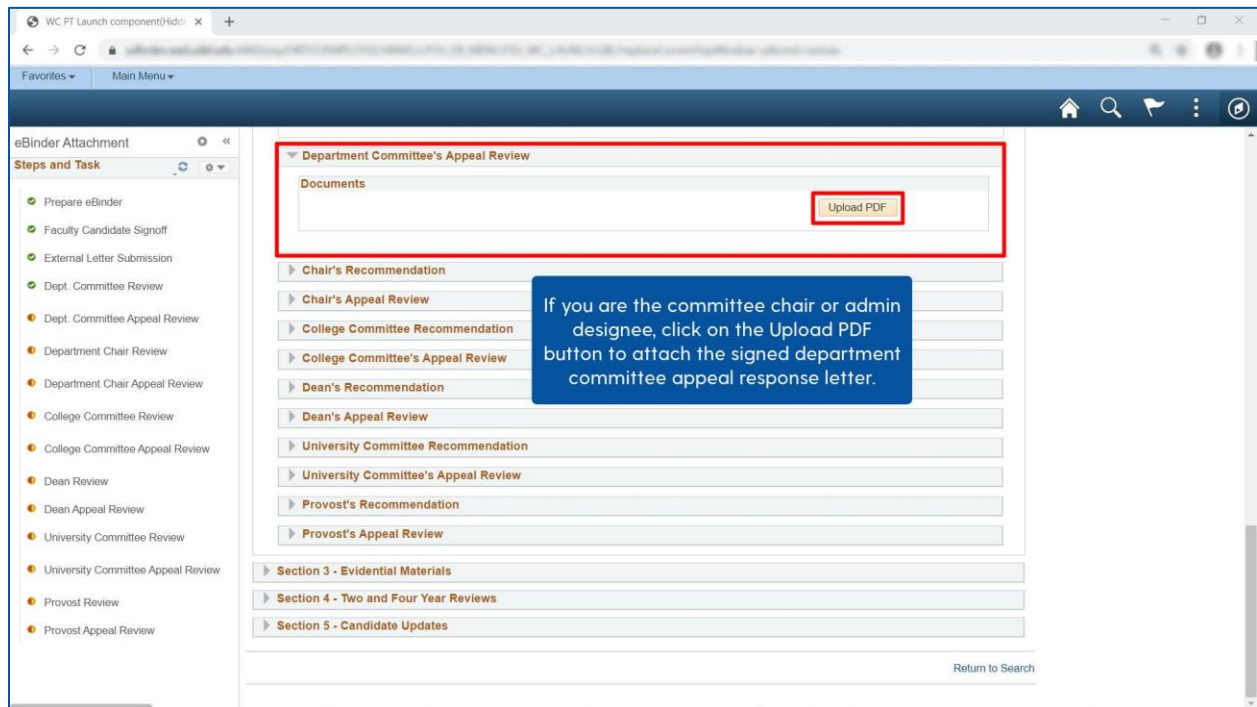
Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

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.

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.



WC PT Launch component: Hidd... x

← → ↺ 🔒

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Home 🔍 🚩 ⋮

New Window | Personalize Page

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

Dept. Committee Appeal Review

Test AsstProfessor

EmployeeID: [Redacted]

Template Name: UD Test Template

PT Year: 2019

Job Title: 2C1001 Assistant Professor

Tenure Department: 03130-03130 Electrical and Computer Engrg

College Name: COLLEGE OF ENGINEERING

Document ID: 236

Candidate for: ☒ Promotion/Tenure

View P & T Memo

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. **Remember:** Circulation of the eBinder or its contents by any means beyond the reviewers involved in this P&T review step is prohibited.

SPECIAL NOTE TO COMMITTEE CHAIRS: If the candidate has not declared an intention to appeal, please enter "99" in the Total Votes and N/A columns of the Summary Cover Sheet. When finished, click the "Submit" button. An appeal response letter is not required. If the candidate has appealed, upload the signed appeal response letter. Then, enter the "Summary of Votes" in the Summary Cover Sheet. When finished, click the "Submit" 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.

View All Submit

Return to Search

Section 1 - Summary Cover Sheet

View Section

*Summary Cover Sheet For Promotion and Tenure

View Form

Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

WC PT Launch component(Hiddi: X)

2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AsstProfessor Employee ID: [REDACTED]
 Department: 03130 Electrical and Computer Engrg 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 VOTES BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

REVIEWER	SUBMISSION DATE	TOTAL VOTES	AFFIRMATIVE	NEGATIVE	ABSTAINING	N/A
External Letter Submission	07/16/2020	99				99
Department Committee	07/16/2020	8	7			1
Department Committee Appeal	07/16/2020					
Department Chair						
Department Chair Appeal						
College Committee						
College Committee Appeal						
College Dean						
College Dean Appeal						
University Committee						
University Committee Appeal						
Provost						
Provost Appeal						

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD

Signature Candidate: Test AsstProfessor

Save & Return Return Without Save

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.

WC PT Launch component(Hiddi: X)

Department Chair Review

Test AsstProfessor EmployeeID: [REDACTED]
 Template Name: UD Test Template PT Year: 2019
 Job Title: 2C1001 Assistant Professor Tenure Department: 03130-03130 Electrical and Computer Engrg
 College Name: COLLEGE OF ENGINEERING Document ID: 238
 Candidate for: Promotion/Tenure View P & T Memo

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.

Expand All Collapse All View All Submit

Return to Search

Section 1 - Summary Cover Sheets

View Section

Summary Cover Sheet For Promotion and Tenure

View Form

Section 2 - General Information

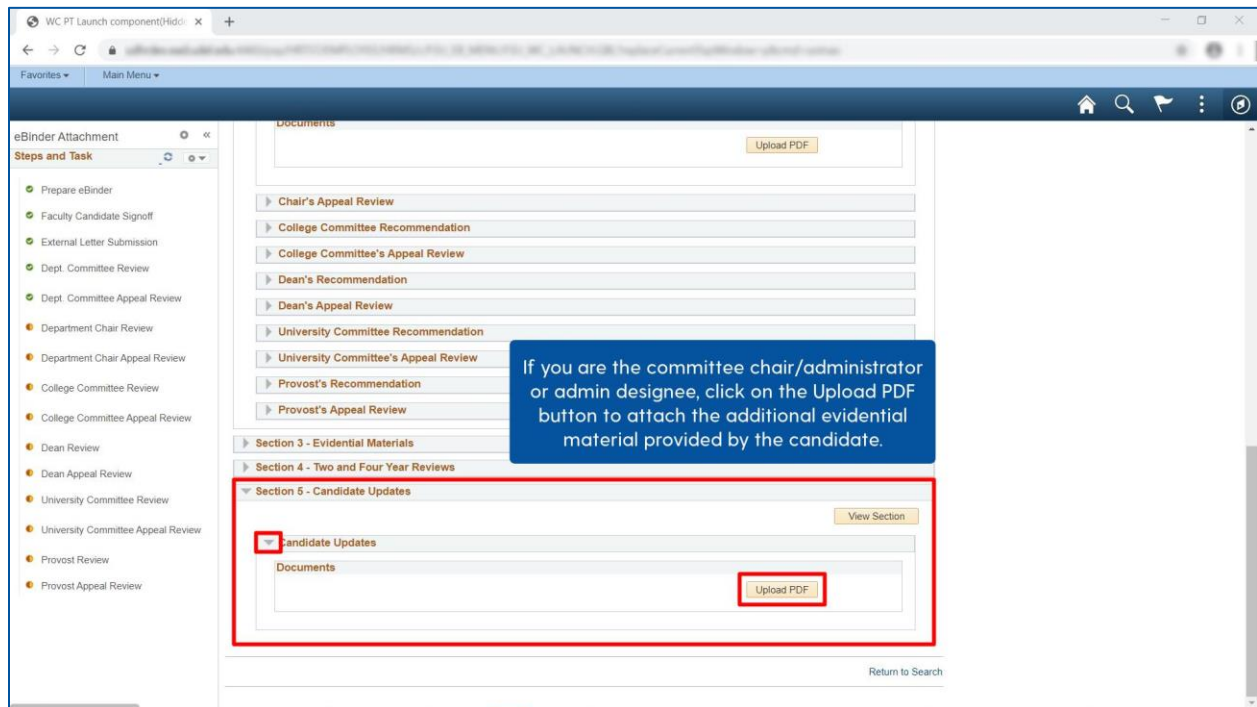
View Section

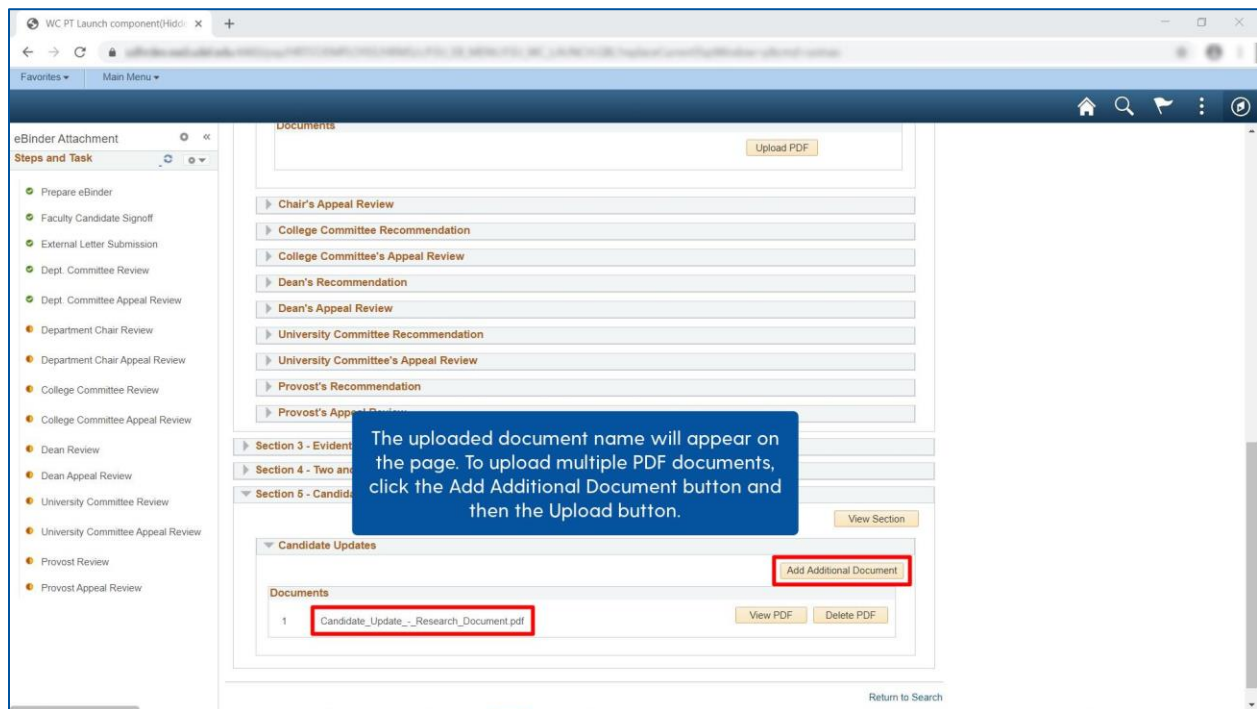
Department/College Promotion And Tenure Criteria

Curriculum Vitae

Cover Sheet For External Recommendation Section

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.





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.