Promotion and Tenure SharePoint Site
User Guide for Candidates and Committee Members

For help with questions specific to the UMass Lowell P&T electronic process and/or P&T share point site contact PandT@uml.edu.This is the most efficient method used to contact the P&T Team:

Paula Haines, Senior Director of Curriculum Assessment & Accreditation
Donna Mellen, Director of Academic Technology
Shaima Ragab, Director of Faculty Success

For help with questions regarding connecting the SharePoint site or uploading/downloading files:
Contact Tech Services:
Email: Help@uml.edu
Phone: 978-934-4357 - Monday through Friday 8:30 a.m. to 5 p.m.

How do I access the P&T SharePoint Site?
The Promotion and/or Tenure SharePoint site can be reached by entering the following address into your web browser (Chrome, Edge, Opera, Firefox etc.) or clicking the link below:

https://pandt.uml.edu

Do I need to connect to the VPN?
The SharePoint site can be reached from any device with a web browser on or off campus. It does **NOT** require the VPN to connect.

How do I upload files?

Files can be dragged and dropped into the folder you wish to upload them to, or you can click the "Upload" button.

Electronic access will be provided in accordance with the dates listed in the Promotion and/or Tenure Schedule.

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Promotion and/or Tenure SharePoint Site Information
The Promotion and/or Tenure SharePoint site is designed as follows:

Candidate folders are indexed by college, last name and first name. Although you can view folders, permissions are provided accordingly for materials.

Each folder contains specific items as well as permissions:
External Letters Folder (TT only)
Contains:
- External Review Letters Waiver Statement
- External Review Letters Evaluator Selections
- Department Chairperson's letter requesting the external review
- External review letters
- External reviewers' CVs

Permissions:
- Candidate does not have access.
- All authorized reviewers have read access according to the P&T schedule.

Portfolio Folder
Contains:
1. Main Portfolio
2. Supplemental Materials Portfolio

Permissions:
- All authorized reviewers have read access according to the P&T schedule.

Review Letters, Responses, Addenda Folder
Contains:
- Review Letters
- Any candidate responses to recommendation letters by various levels of review.
- Addenda from Candidates:
  - Publications accepted after final submission of the candidate's portfolio (TT only)
  - Funded grant notices/awards after final submission of the candidate's portfolio (TT only)
    - Include a cover note, and, as available, information that parallels the research funding report: Project Role [PI, CPI, Key]; Department Credit [award%]; Credit Allocated Award; Total Award
  - Funding for teaching and learning projects awarded after final submission of the candidate's portfolio
  - Honors or awards received after final submission of the candidate's portfolio; other extraordinary examples appropriate to the candidate's discipline

Permissions:
- All authorized reviewers have read access according to the P&T schedule