

University of South Carolina

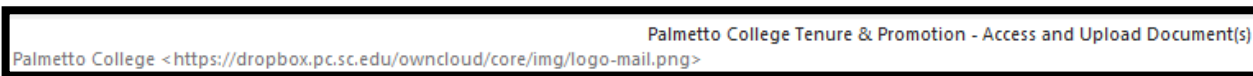
# Palmetto College

Tenure and Promotion –  
External Reviewer Tutorial

This tutorial is designed to guide you through accessing your assigned candidate's tenure and promotion file. It will also provide step-by-step instructions on how to upload your review.

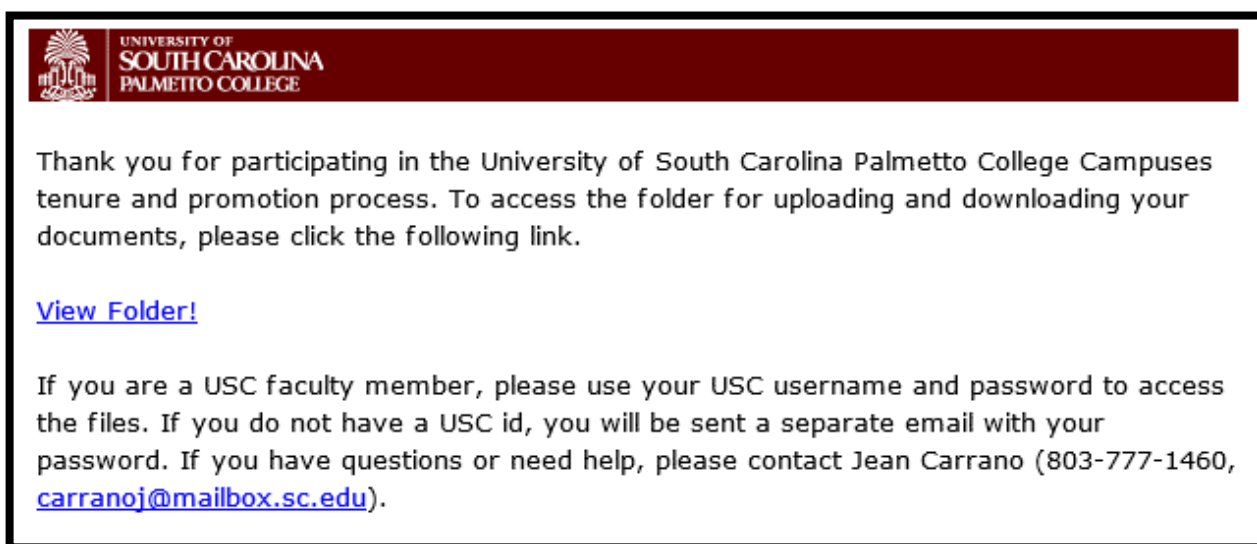
### **Accessing your assigned candidate's T&P File**

1. When your assigned candidate's tenure and promotion file is ready, you will receive an email from the Palmetto College Tenure and Promotion Dropbox that you can access the file.
2. You should receive an email with the subject line – Palmetto College Tenure & Promotion – Access and Upload Document(s). In outlook, it would look similar to the image below:



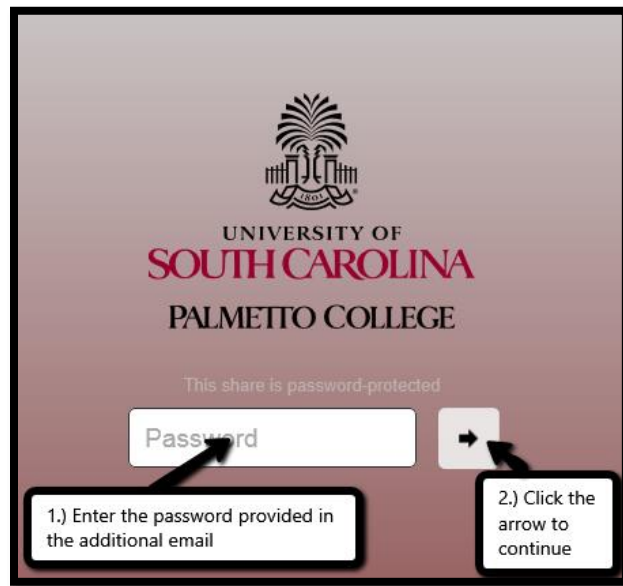
3. When you open the email, it should look similar to the image below. The link for "View Folder!" will open to the Palmetto College Tenure & Promotion Submission point. A password will be supplied to you in an additional email to access the files.

*a. Please note, this password is case sensitive.*

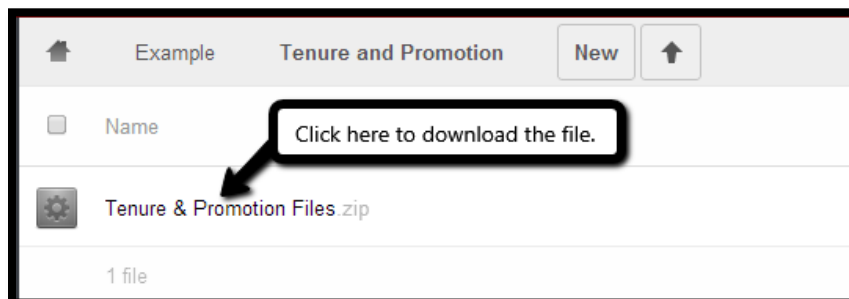


4. After clicking the “View Folder!” link within the email you received, the Palmetto College Tenure & Promotion Submission Point will open. You should see a log in screen similar to the image below. Please enter the emailed password into the textbox and click the arrow to continue. If you encounter any problems accessing your shared folder, please contact Jean Carrano at 803-777-1460 or at [carranoj@mailbox.sc.edu](mailto:carranoj@mailbox.sc.edu).

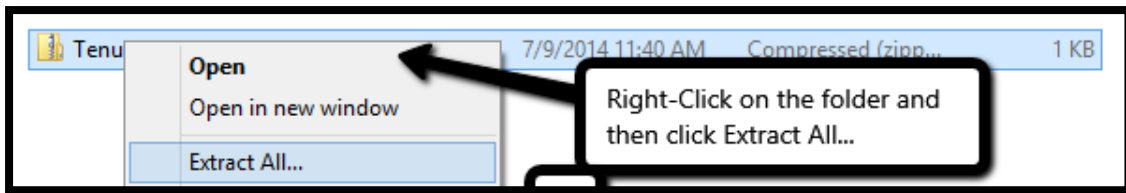
a. Please note, the password is case sensitive.



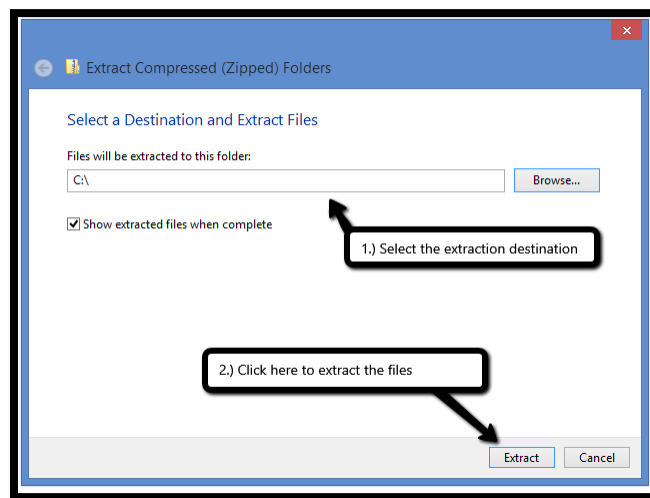
5. You will now have access to the folder where you can download the candidate’s Tenure and Promotion files as well as upload your review. The candidate’s Tenure and Promotion files will be available in PDF format. To download the files, click the file name.



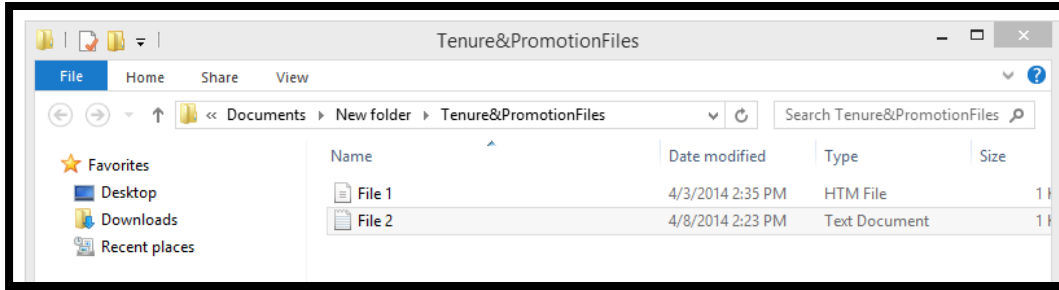
- Depending on your browser, you may be prompted to save the zip file. Please select the desired location to save the zip file to.
- Navigate to the location where you saved the candidate's tenure and promotion zip file. Right-click on the zipped folder and click extract all.



- You will be prompted to select the destination of where to extract the files. Select the desired location and click "Extract".

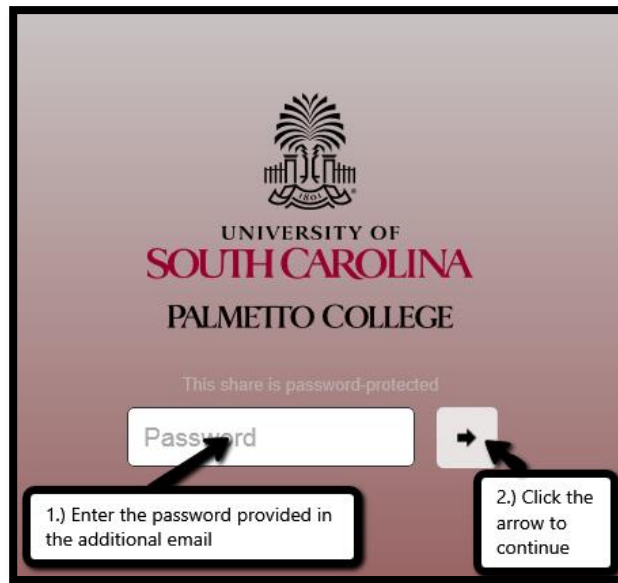


- The selected destination for the folder extraction will open. You should now see the candidate's tenure and promotion file(s). Please proceed to complete the review of the candidate.



**Uploading your review to the Palmetto College Tenure and Promotion Submission Point**

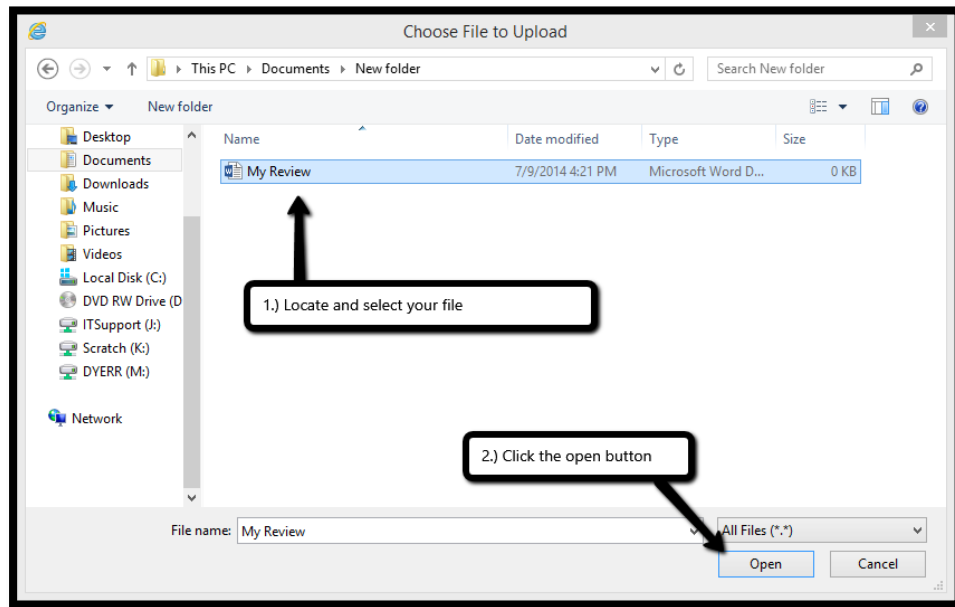
1. Click on the “View Folder!” link provided in the email that was sent to you and used in the prior section for accessing the candidate’s file.
2. After clicking the “View Folder!” link within the email you received, the Palmetto College Tenure & Promotion Submission Point will open. You should see a log in screen similar to the image below. Please enter the emailed password into the textbox and click the arrow to continue.
  - a. *Please note, this password is case sensitive.*



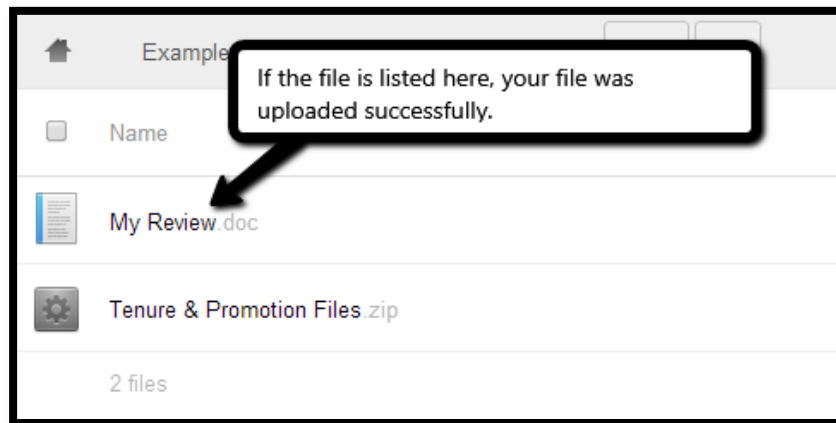
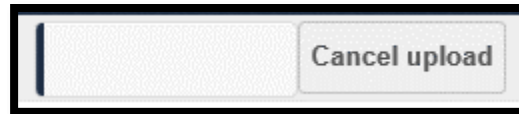
3. You will now have access to upload your review and abbreviated vitae. Locate the upload arrow in the top right hand corner of the webpage. Click the upload button. Please upload your documents in either Microsoft Word (.doc) or Adobe Acrobat (.pdf) format.
  - a. *Please note, steps 4 and 5 should be followed when uploading your review and abbreviated vitae.*



4. You will be prompted to find your review file. Browse to the selected location and click Open.



5. Depending on the size of your review, an upload progress bar will be located in the center of the screen. It is shown below. Once the file has been uploaded successfully, the file will be displayed on the screen. Your screen should look similar to the image on the next page.



6. If you encountered problems uploading your file, please contact Janet Meredith at 803-777-1460 or at [carranoj@mailbox.sc.edu](mailto:carranoj@mailbox.sc.edu).
  
7. With your file successfully uploaded, you can now exit the shared folder by closing your Internet Browser.