

### Instructions for Appending Ballots to Candidate Files

For Local Campus T&P Committees, the Palmetto College Campuses T&P Committee,  
and Administrative Reviewers  
Palmetto College Campuses  
University of South Carolina

Candidates will submit primary files as a single Adobe Acrobat file (PDF). The Palmetto College Campuses Tenure and Promotion Administrator (PC t&p admin) will add external reviewer documents (letters and the reviewer's brief vitae) and teaching evaluation summaries, all of which will be submitted through the same electronic system through which you will access files.

At each level of review following, the reviewer responsible for updating the voting form will merge all ballots to the end of the candidate's file, and update the voting form. These instructions will provide t&p committee chairs and administrators instructions on how to merge ballots. Please see the [Palmetto College Campuses Tenure and Promotion electronic submission website](#) for instructions on how to upload the document once the files are merged.

#### Standard Bookmarks for PDF Files

The Palmetto College Tenure and Promotion File Form includes a set of standard bookmarks. At each stage, reviewers appending information to the candidate files should use the appropriate bookmark name to make the document structure readily apparent to those who will review the file further in the t&p process. Formatting limitations allow for relatively short bookmark titles, so reviewers should use the *name of the bookmark*, not the number, in creating bookmarks. Candidates will submit PCCTP-1 through PCCTP-12; the PC t&p admin will add PCCTP-13 and PCCTP-14; and reviewers will submit the following bookmarks, updating PCCTP-12 as necessary at each level. In order, these bookmarks should be as follows:

PCCTP-1	Palmetto College Campuses Tenure and/or Promotion File Form
PCCTP-2	Palmetto College Campuses Criteria for Tenure and/or Promotion
PCCTP-3	Voting Form
PCCTP-4	Education and Employment History
PCCTP-5	Personal Statement
	Teaching Responsibilities
PCCTP-6 / 6L	Evidence of Effective Teaching / Evidence of Effectiveness as a Librarian
PCCTP-7	Evidence of Scholarship
PCCTP-8	Evidence of Service
PCCTP-9	List of Supporting Materials
PCCTP-10	Curriculum Vitae
PCCTP-11	Other Items
PCCTP-12	Addenda
PCCTP-13	Summary of Teaching Evaluations
PCCTP-14	External Reviews of Scholarship
PCCTP-15A	Division Chair's Letter (if applicable)
PCCTP-15B	Associate Dean for Academic Affairs Letter (if applicable)
PCCTP-15C	Local Tenure and Promotion Committee Letter

(continued next page)

PCCTP-15D	Campus Dean's Letter
PCCTP-15E	Palmetto College Campuses Tenure and Promotion Committee Letter
PCCTP-15F	Executive Vice Chancellor and Vice Provost Letter
PCCTP-15G	Palmetto College Chancellor Letter
PCCTP-15H	Provost's Letter

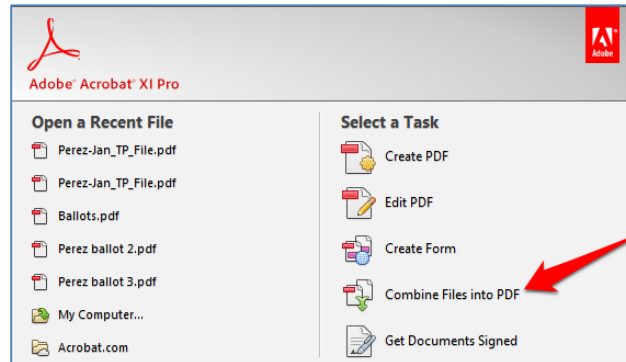
### **Required Software**

Adobe Acrobat Professional is required for this procedure. All campuses have access to Acrobat Pro; please contact your local campus IT support person to obtain a license or to gain access to a workstation with Acrobat Pro installed.

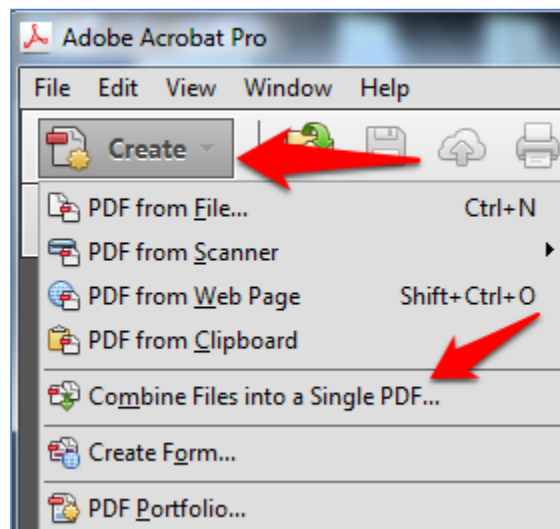
***Please note that the instructions below were created using Acrobat XI Pro. If you are using a different version of the software, you will have different menu options and should consult your local IT person if you have questions.***

## Combining Ballot Files into a Single PDF File

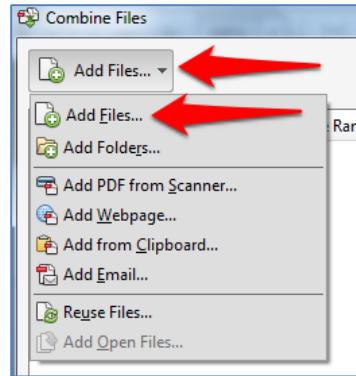
1. Open Adobe Acrobat Pro.
2. Select “Combine files into PDF” from the opening menu. If you are using an earlier version of Adobe Acrobat, your steps may be slightly different, but these menu options will be essentially the same.



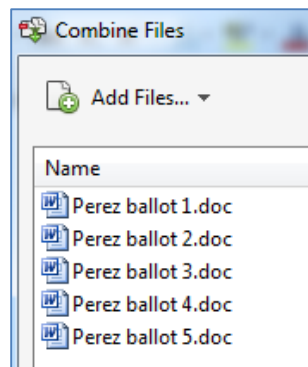
Or click on “Create” in the tool bar and select “Merge Files into a Single PDF.”



3. In the Combine Files window select Add Files > Add Files.



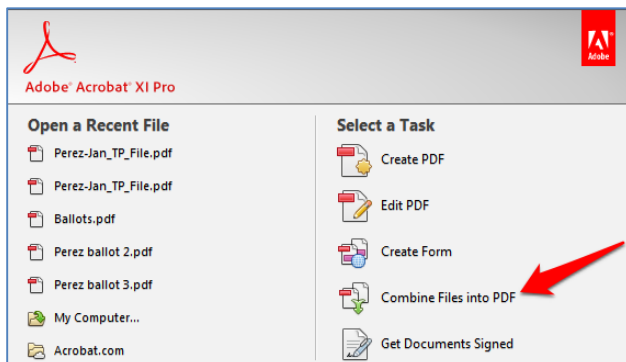
4. Navigate to and select the files you need to add (**\*Note:** You can add pdf, doc or docx files). If you are a t&p committee chair, you will be adding all committee ballots. If you are an administrative reviewer, you will be adding your vote justification letters.
5. Once the files are selected click “Open” to add them to the Combined Files window.
6. The files will be added to the Combine Files window.



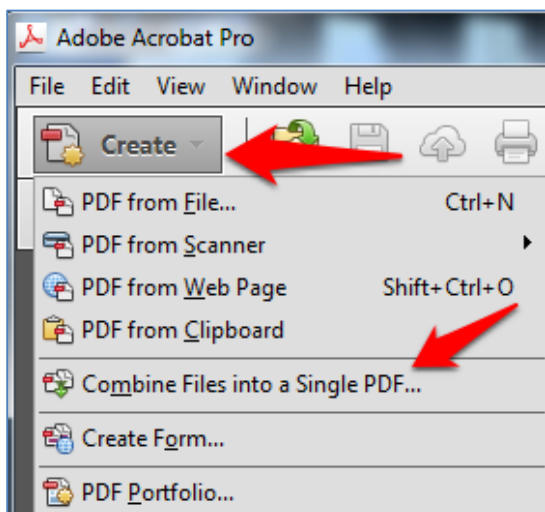
7. Click the Combine Files or Next button.
8. The individual files will be combined into one file.
9. The default name of the new file will be “Binder.” **Please rename the file according to the appropriate bookmark from the list on page 1 of this document, Standard Bookmarks for PDF Files.** For example, if you are the local campus t&p chair, rename the document “Local Tenure and Promotion Committee Letter.” If you are the local campus dean, rename the document “Campus Dean’s Letter.” By using the correct file name here, the appropriate bookmark will be automatically created when you merge the ballots into the primary t&p file.

## Appending the Ballots File to the Candidate's Primary File

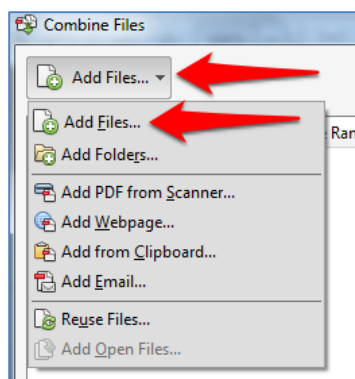
1. Open Adobe Acrobat Pro.
2. Select "Combine files into PDF" from the opening menu. If you are using an earlier version of Adobe Acrobat, your steps may be slightly different, but these menu options will be essentially the same.



Or click on "Create" in the tool bar and select "Merge Files into a Single PDF."

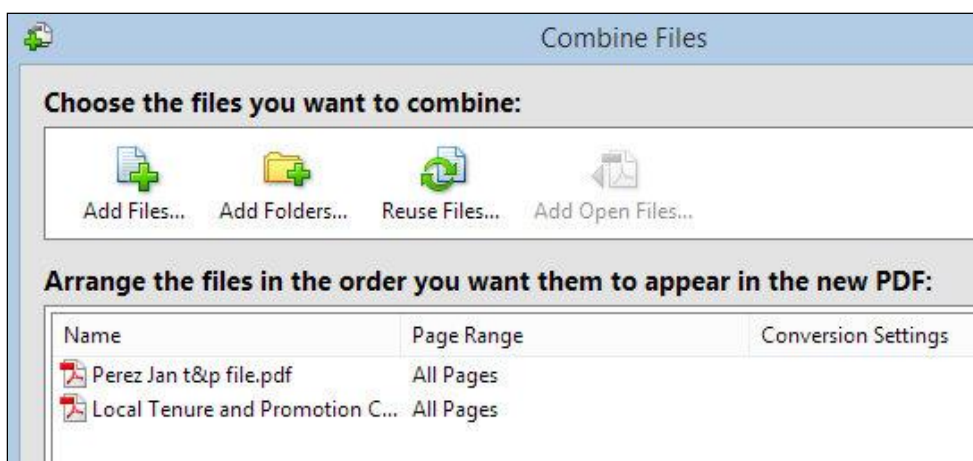


3. In the Combine Files window select Add Files > Add Files.



4. Navigate to and select the candidate's file.
5. Click "Open" to add the file to the Combined Files window.
6. Next, navigate to and select the ballots file, the document you created in the previous step containing ballots or vote justification letters.
7. Click "Open" to add the file to the Combined Files window.

**\*NOTE:** Make sure the ballots file is listed below the candidate's file in the Combine Files window. If the ballots file is listed above the candidate's file, select the file and drag it below the candidate's file. This will insure the file is added to the end of the candidate's primary file.



8. Click the Combine Files or Next button.
9. The ballots file and the candidate's file will be combined into one file.
10. The default name of the new file will be "Binder." Rename the file "CandidateName tp file."
11. The ballots will now be appended to the end of the candidate's file.

12. If you have already updated the candidate's voting form, you may upload the file to the [Palmetto College Campuses Tenure and Promotion Submission Point](#). When you log into the submission point, you should see both your folder (either your name, or a committee name), and the folder for the next level of review. Please upload the file into the appropriate folder.
13. If you have questions about this process or any difficulty accessing the appropriate folder, please contact the Palmetto College t&p admin.