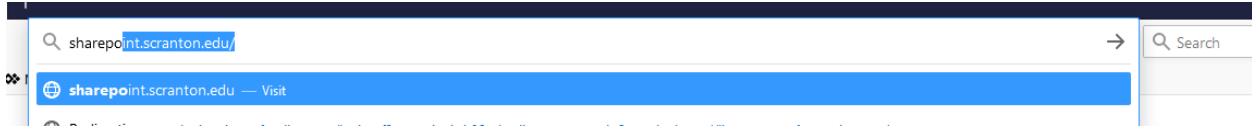
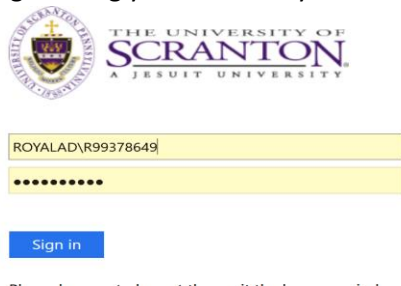


# Directions to upload Dossier/CV and Supporting Materials to the Sharepoint Drive for the Rank and Tenure Process

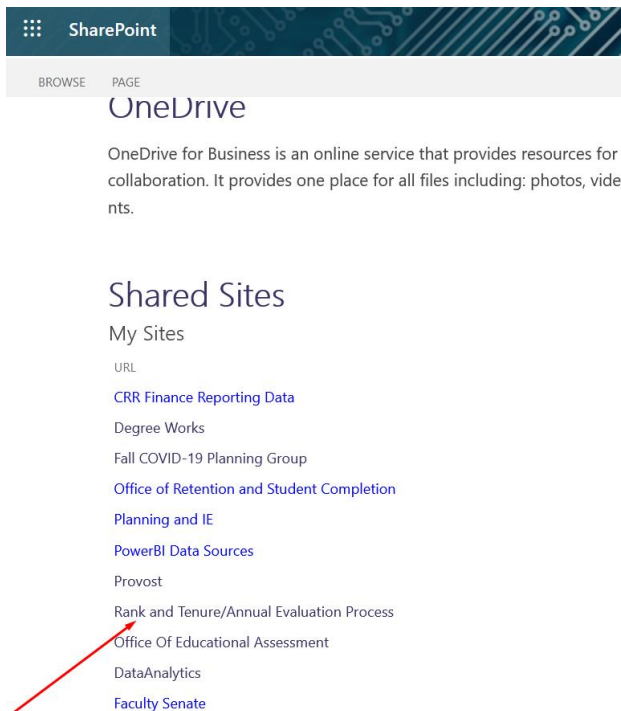
1. Go to : Sharepoint.scranton.edu



2. Log in using your University of Scranton credentials



3. Scroll to Shared sites on left hand side and click on Rank and Tenure/Annual Evaluation Process Folder



4. Click on the folder with your name.

Name	Modified	Modified By	+ Add column
Marx, David	September 3	Philip Erb (Admin)	

5. Click on the Rank and Tenure Folder

Name	Modified	Modified By	+ Add column
Annual Evaluation	September 25	Administrator	
Rank & Tenure	September 25	Administrator	

6. Here you can click on the Dossier and CV folder or Supporting Material folder(s)

Name	Modified	Modified By	+ Add column
Addendum	September 25	Administrator	
Dossier and CV	September 25	Administrator	
Evaluation Letters	September 25	Administrator	
Supporting Material	September 25	Administrator	

7. Now click the Upload button and select files or folder you want to add.

RT Rank and Tenure/Annual Evaluation Process  
Private group

SharePoint Home | + New | Upload | Quick edit | Share | Copy link | Sync | Download | ... | All Docu

Rank and Tenure

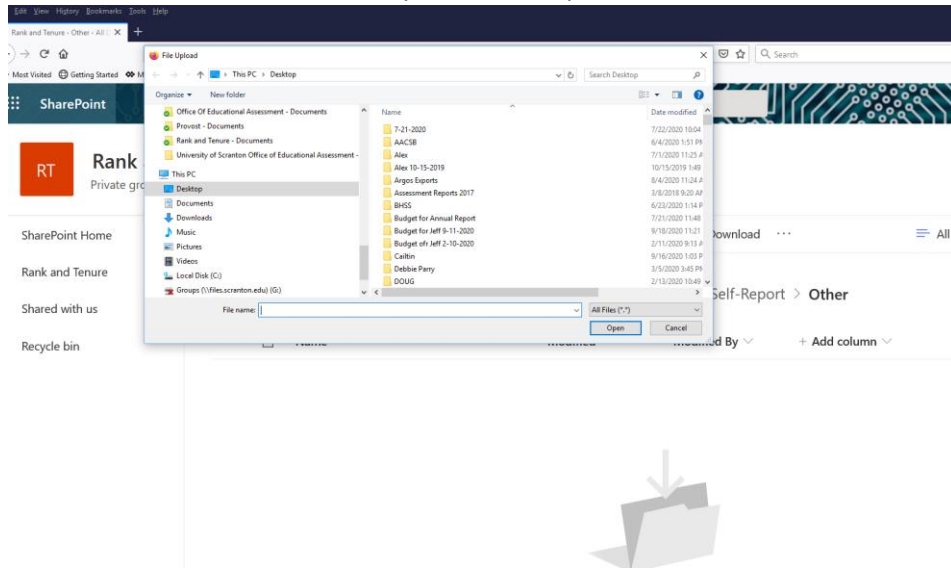
Shared with us

Recycle bin

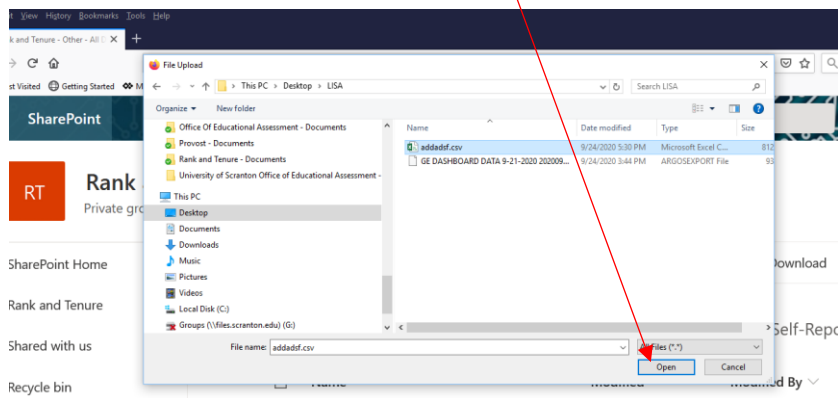
Documents > Folder > Evaluation > 2nd Year Evaluation > Self-Report

Modified | Modified By | + Add column

8. Browse for the file or folder that you want to upload.



9. Select the file or folder and click Open to upload.



At this point, the file or folder should be uploaded to the SharePoint site. If you have issues with the upload process, please contact Richard Walsh at [richard.walsh@scranton.edu](mailto:richard.walsh@scranton.edu).