

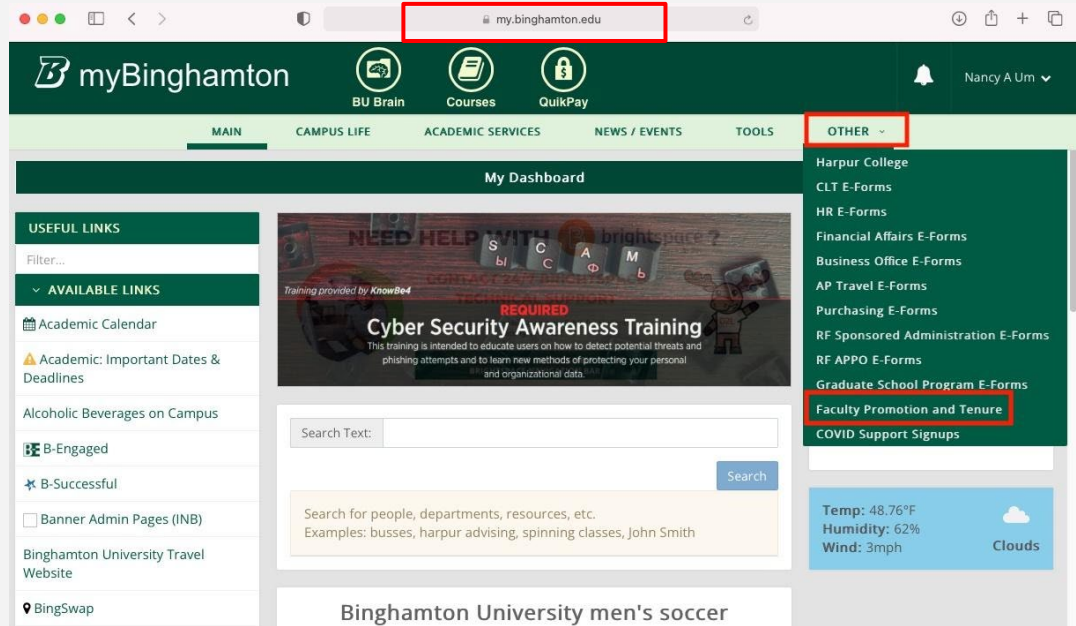
Faculty Promotion and Tenure Portal

View Only Access

Fall 2024

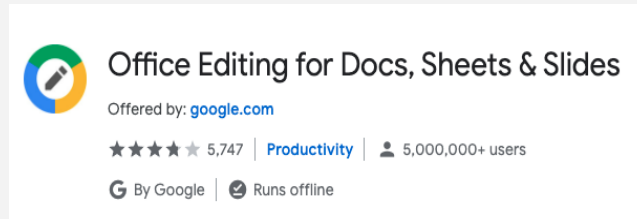
Electronic Portal Access

- The portal is only visible to those who have been granted access
- If you do not see the “Faculty Promotion and Tenure” option under the “Other” tab in myBinghamton, contact your Dean’s office or Laura Kipfer at lkipfer1@binghamton.edu or 7-21456



Technical Specifications

- If possible, use Google Chrome. You may use another browser, such as Safari or Firefox, but the Preview function will be limited
- If you use Google Chrome, you may be prompted to add the “Office Editing for Docs, Sheets & Slides” extension, which will improve the functionality of the Preview function, especially for .doc and .docx files



Accessing Cases

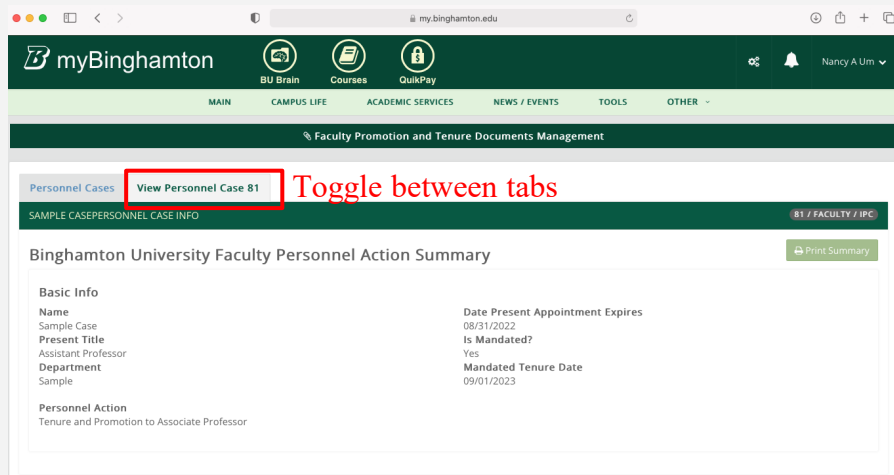
- After entering the portal, you will be able to see the cases that you have been given access to
- Open a case by selecting the appropriate checkbox and clicking the blue “View Personnel Case” button
- You can also simply click on the entry and the case will open
- Only one case can be opened at a time

The screenshot shows the myBinghamton portal interface. At the top, there is a navigation bar with the myBinghamton logo and links for BU Brain, Courses, and QuikPay. Below this is a secondary navigation bar with links for MAIN, CAMPUS LIFE, ACADEMIC SERVICES, NEWS / EVENTS, TOOLS, and OTHER. The main content area is titled "Faculty Promotion and Tenure Documents Management" and contains a "Personnel Cases" section. This section includes a table with two columns: "CASES IN PROGRESS" (31) and "CLOSED CASES" (0). A blue button labeled "View Personnel Case" is highlighted with a red box. Below the button is a search bar and a table of cases. The table has columns for "Personnel Case ID", "Name", "State", and "Type". The first row shows a case with ID 81, Name "Constance Treacy", State "IPC", and Type "Faculty". The checkbox for this row is checked and highlighted with a red box. The second row shows a case with ID 79, Name [REDACTED], State "IPC", and Type "Faculty".

Personnel Case ID	Name	State	Type
81	Constance Treacy	IPC	Faculty
79	[REDACTED]	IPC	Faculty

Case Tab

- You may toggle between the “Personnel Cases” tab and the specific case
- **ALWAYS** refresh your browser after viewing one case and moving on to another



The screenshot shows the myBinghamton website interface. At the top, there is a navigation bar with the myBinghamton logo and icons for BU Brain, Courses, and QuikPay. Below this is a secondary navigation bar with links for MAIN, CAMPUS LIFE, ACADEMIC SERVICES, NEWS / EVENTS, TOOLS, and OTHER. The main content area is titled "Faculty Promotion and Tenure Documents Management". Underneath, there is a tab labeled "Personnel Cases" and a link "View Personnel Case 81" which is highlighted with a red box. A red arrow points to this link with the text "Toggle between tabs". Below the link, there is a section titled "Binghamton University Faculty Personnel Action Summary" with a "Print Summary" button. The summary is divided into "Basic Info" and "Personnel Action".

Basic Info	
Name	Date Present Appointment Expires
Sample Case	08/31/2022
Present Title	Is Mandated?
Assistant Professor	Yes
Department	Mandated Tenure Date
Sample	09/01/2023

Personnel Action	
Tenure and Promotion to Associate Professor	

Case Tab Continued

- Scrolling down within the case, you will find the information that is contained on the Faculty Personnel Action Summary
- If voting/decisions have taken place, you will be able to view them

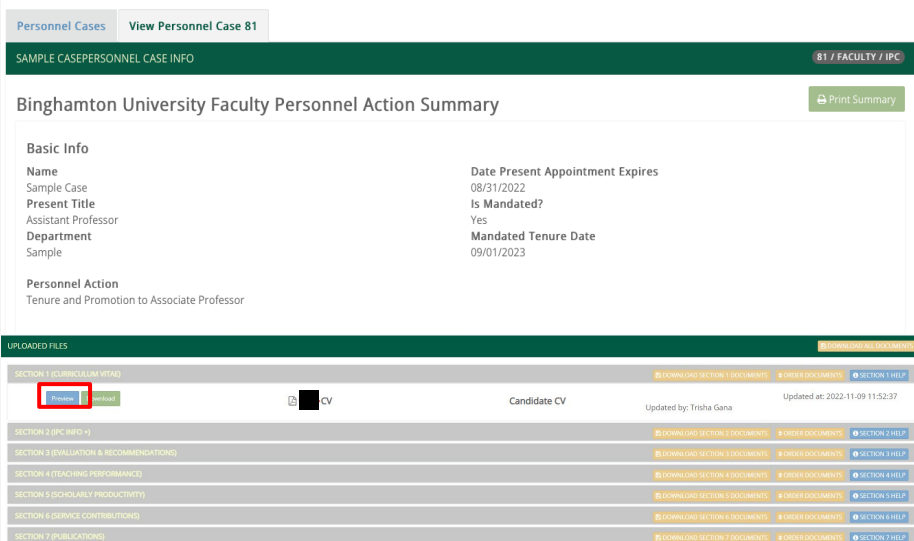
Voting						
Personnel Action Voted	Voting Body	Tally of All Eligible Members	Votes For	Votes Against	Votes Abstain	Non-voting
Tenure and Promotion to Associate Professor	IPC	5	5	0	0	0

Note: Although the chair of a departmentalized academic unit is a full participant in discussions, that individual shall not vote, and shall not be included in the tally of eligible members above.
Note: IPC tally of eligible members equals the total number of committee members in residence plus those that are not in residence but participating.
Note: The record of the final vote taken shall include the number of Committee members in residence plus those that are not in residence but participating.
Note: As specified in the Faculty By-Laws, a majority of all committee members eligible to vote, rather than a majority of the members present at the UPC meeting, shall be required for the establishment of the recommendation.

Personnel Action (Responses)			
Personnel Action Voted	Responding Body	Response	Date
Tenure and Promotion to Associate Professor	IPC	Yes	12/16/2021
Tenure and Promotion to Associate Professor	Department Chair	Yes	12/17/2021
Tenure and Promotion to Associate Professor	Dean / Director	Yes	01/11/2022

Viewing Documents

- Simply click on a section to view the contents
- The contents will mirror the Personnel Case forms
- When you click on the “Preview” button, it will show you the document



The screenshot displays the 'View Personnel Case 81' page. At the top, there are navigation tabs for 'Personnel Cases' and 'View Personnel Case 81'. Below this is a header for 'SAMPLE CASE PERSONNEL CASE INFO' with a '81 / FACULTY / IPC' indicator and a 'Print Summary' button. The main content area is titled 'Binghamton University Faculty Personnel Action Summary' and contains a 'Basic Info' section with fields for Name, Sample Case, Present Title, Department, and Personnel Action. To the right of these fields are 'Date Present Appointment Expires', 'Is Mandated?', and 'Mandated Tenure Date'. Below the 'Basic Info' section is an 'UPLOADED FILES' section with a 'Download All Documents' button. This section lists seven sections, with Section 1 (CURRICULUM VITAE) expanded to show a file named 'Candidate CV' with a 'Preview' button highlighted by a red box. Other sections include 'SECTION 2 (BPC INFO)', 'SECTION 3 (EVALUATION & RECOMMENDATIONS)', 'SECTION 4 (TEACHING PERFORMANCE)', 'SECTION 5 (SCHOLARLY PRODUCTIVITY)', 'SECTION 6 (SERVICE CONTRIBUTIONS)', and 'SECTION 7 (PUBLICATIONS)'. Each section has 'Download Section Documents', 'Order Documents', and 'Section Help' links.

Section	File Name	Updated by	Updated at
SECTION 1 (CURRICULUM VITAE)	Candidate CV	Trisha Gana	2022-11-09 11:52:37
SECTION 2 (BPC INFO)			
SECTION 3 (EVALUATION & RECOMMENDATIONS)			
SECTION 4 (TEACHING PERFORMANCE)			
SECTION 5 (SCHOLARLY PRODUCTIVITY)			
SECTION 6 (SERVICE CONTRIBUTIONS)			
SECTION 7 (PUBLICATIONS)			

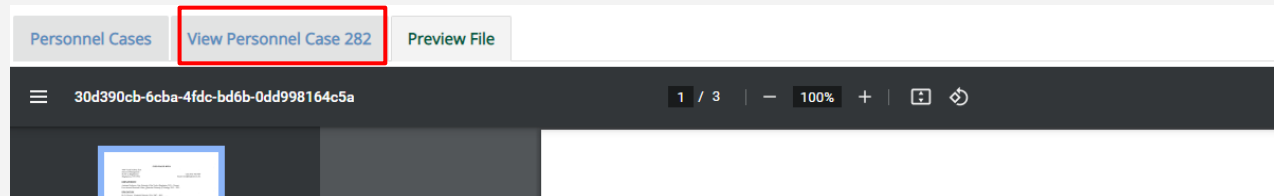
Preview Files

- When you want to view a document, click on “Preview”, a new tab will be created for the document viewer
- If a file is very large, such as a book manuscript, then a URL is often created

The screenshot displays a web interface with a dark green header labeled "UPLOADED FILES". Below this, a grey bar indicates "SECTION 1 (CURRICULUM VITAE)" with a "DOWNLOAD SECTION 1" button on the right. The main content area shows a file named "Reza CV" (Candidate CV) with a "Preview" button and a "Download" button highlighted by a red box. A red arrow points from this box to a "Preview File" button in a secondary navigation bar. Other buttons in the secondary bar include "Personnel Cases" and "View Personnel Case 81". The text "Updated by: Trisha Gana" is visible on the right side of the interface.

Returning to Case

- After viewing a document, in order to return to the main case you must scroll up to the top of the page and click on “View Personnel Case #_”



Downloads

- You may download individual documents, complete sections, or the entire dossier
- However, any documents that were added by URL will not be downloaded
- Click on “Print Summary” to save the Personnel Action Summary as a PDF, or print
- Please remember ALL files are **confidential** and should be deleted from devices *as soon* as they are no longer needed.

Personnel Cases View Personnel Case 81

SAMPLE CASE PERSONNEL CASE INFO 81 / FACULTY / IPIC

Binghamton University Faculty Personnel Action Summary Print Summary

Basic Info

Name	Date Present Appointment Expires
Sample Case	08/31/2022
Present Title	Is Mandated?
Assistant Professor	Yes
Department	Mandated Tenure Date
Sample	09/01/2023

Personnel Action
Tenure and Promotion to Associate Professor

UPLOADED FILES

Download All Documents

SECTION 1 (CURRICULUM VITAE) Download Section 1 Documents Order Documents Section 1 Help

Reza CV Candidate CV Updated by: Trisha Gana Updated at: 2022-11-09 11:52:37

SECTION 2 (IPIC INFO) Download Section 2 Documents Order Documents Section 2 Help

SECTION 3 (EVALUATION & RECOMMENDATIONS) Download Section 3 Documents Order Documents Section 3 Help

SECTION 4 (TEACHING PERFORMANCE) Download Section 4 Documents Order Documents Section 4 Help

SECTION 5 (SCHOLARLY PRODUCTIVITY) Download Section 5 Documents Order Documents Section 5 Help

SECTION 6 (SERVICE CONTRIBUTIONS) Download Section 6 Documents Order Documents Section 6 Help

SECTION 7 (PUBLICATIONS) Download Section 7 Documents Order Documents Section 7 Help

Important Notes

- You must refresh your browser after viewing any case before viewing another
- Once the case has moved on to the next step (ex. IPC to Dean, UPC to Provost), you will no longer have access to view the case on the portal
- All Departments/Dean's Offices will keep their own electronic copy
- Any memos/additional documentation will be uploaded by either the Dean's Assistant, Department's Assistant, IPC chair, or Provost's Office

Last Thoughts

- If you have questions, please reach out to your Dean's Office, or email/call Laura Kipfer in the Provost office, lkipfer1@binghamton.edu, 7-2 154
- This PowerPoint and training video can be found on the Provost website, under "Faculty Resources", "Personnel Cases":
<https://www.binghamton.edu/academics/provost/faculty-resources/>