Instructions for Tenure and Promotion Applicants

- Log onto the Brock T&P SharePoint site here: <u>https://brocku.ca/tap</u> or https://brocku.sharepoint.com/sites/Tenure-and-Promotion
- 2) Welcome/Home Screen.

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contents	Welcome to the Tenure & Promotion Po	ortal		
	APPLICANTS			
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	Click on the name of your Faculty from the navigation menu above.			
	Select the name of your Department from the pull down menu.			
	 In the left navigation menu (below the Brock logo) your name will appear. Click on 	i your name.		
	 A list of folders will appear in the left navigation menu. These folders are for you to documentation and organize your dossier contents. 	o upload		
	REFEREES			
	 Click on the name of the applicant's Faculty from the navigation menu above. Select the name of the applicant's Department from the pull down menu. 			
	3. In the left navigation menu (under the Brock logo) click on the applicant's name.			
	 A list of folders appears in the left navigation menu. These folders contain the con applicant's dossier for your review and recommendation. 	itents of the		
	Questions?			
	Refer to our FAQs for solutions to common questions regarding the Tenure & Promotion Pr	lortal.		
	Report a problem Click here to fill out a ticket to report any issues with this site, or for further assistance.			

- 3) Once you have selected your name, the list of folders that you have access to will appear in the left navigation panel. Selecting an individual folder allows you to add files to that folder by either:
 - a. Dragging and dropping files from your computer to the T&P site folder; or,
 - b. Via the Upload option on SharePoint.

As necessary, the Applicant can add sub-folders within each main folder on the site.