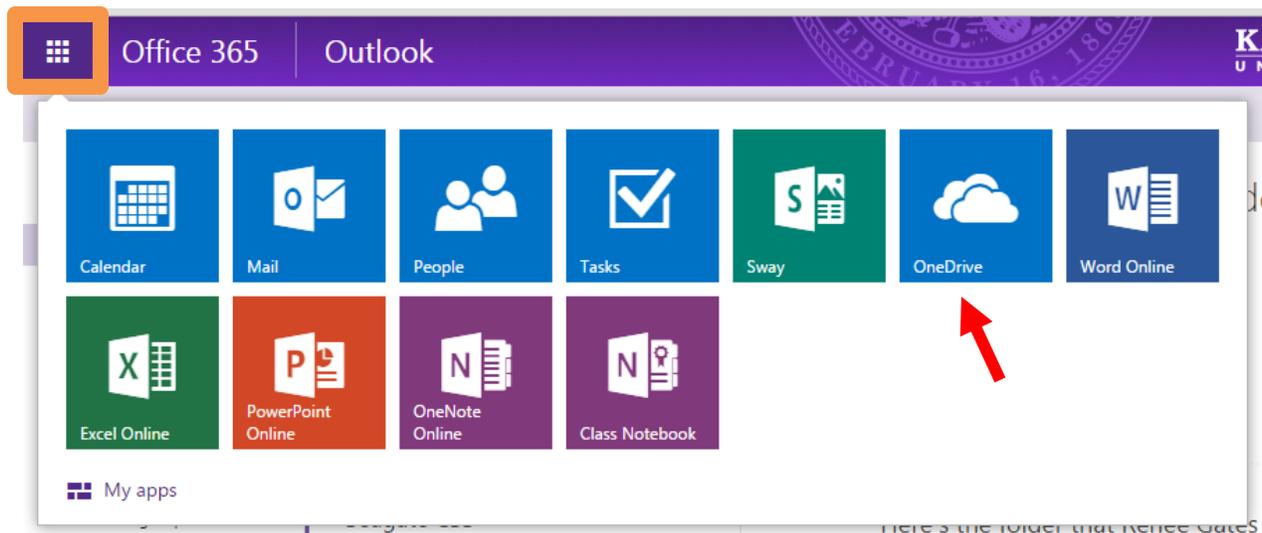


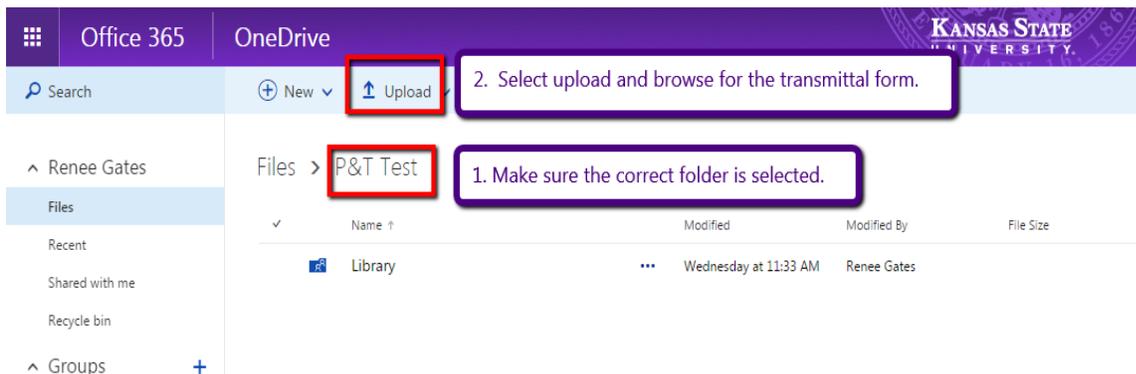
Instructions for using OneDrive for Dean's Promotion and Tenure Review.

College level folders will be created by Michelle Bowen and shared with identified point people in the colleges. Colleges will be responsible for creating department level folders with sub folders for each candidate to be reviewed. Point people in the colleges can share folders with edit rights with appropriate departmental individuals as needed.

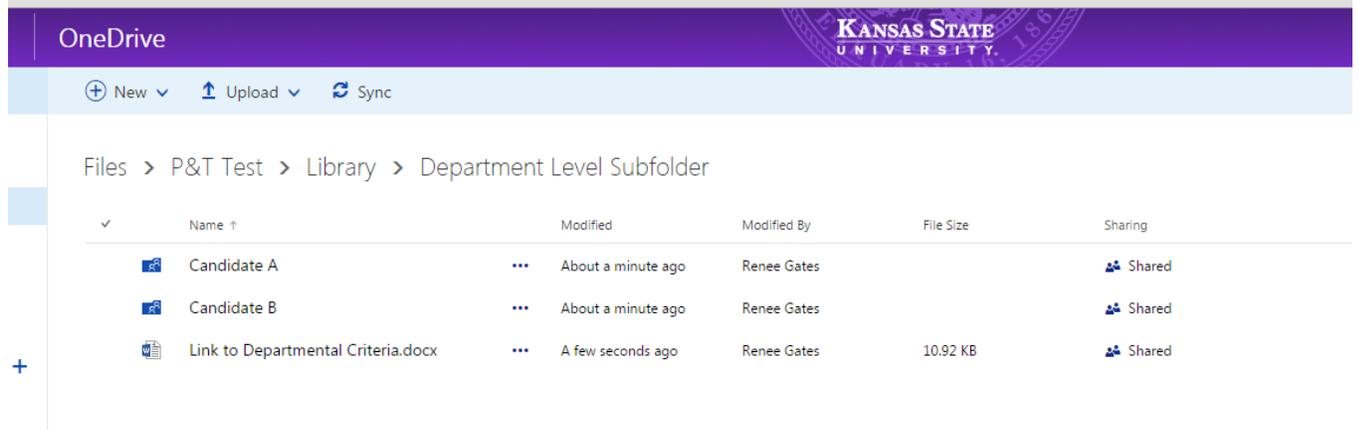
1. Go to <https://webmail.ksu.edu>. Sign-in with your K-State eID and password. If you have more than one e-mail (for example, a "vet.k-state.edu" account) be sure to use your "ksu.edu" account to log in.
2. Click on the boxes in the upper left to change to OneDrive



3. Click on Shared with me
4. Click on P & T Dean's Review
5. Click on your college folder.
6. Create department and/or Candidate folders as needed.
 - a. How to create and share a folder: <http://screencast.com/t/mBkhxQom>
7. Upload the transmittal form to the college level folder.
 - a. How to upload the transmittal form:



- In the department level folder, create one folder for each candidate. The candidate's folder should contain one .pdf document with their materials for review. In addition to one folder for each candidate, create a word document with the link to departmental criteria.



- Notify Michelle Bowen (mibowen@ksu.edu) and Carmen Thurlow (cthurlow@ksu.edu) once all files are complete, no later than Tuesday, December 19, 2017.
- Michelle and Carmen will share with Deans Council, Ruth Dyer, and April Mason with view only rights to begin review.

Sample structure:

K-State Libraries (College level folder)

Transmittal Form.pdf

University Archives and Special Collections (Department level folder)

Word document with link to departmental criteria

Candidate A (folder contains one .pdf document)

Candidate B (folder contains one .pdf document)

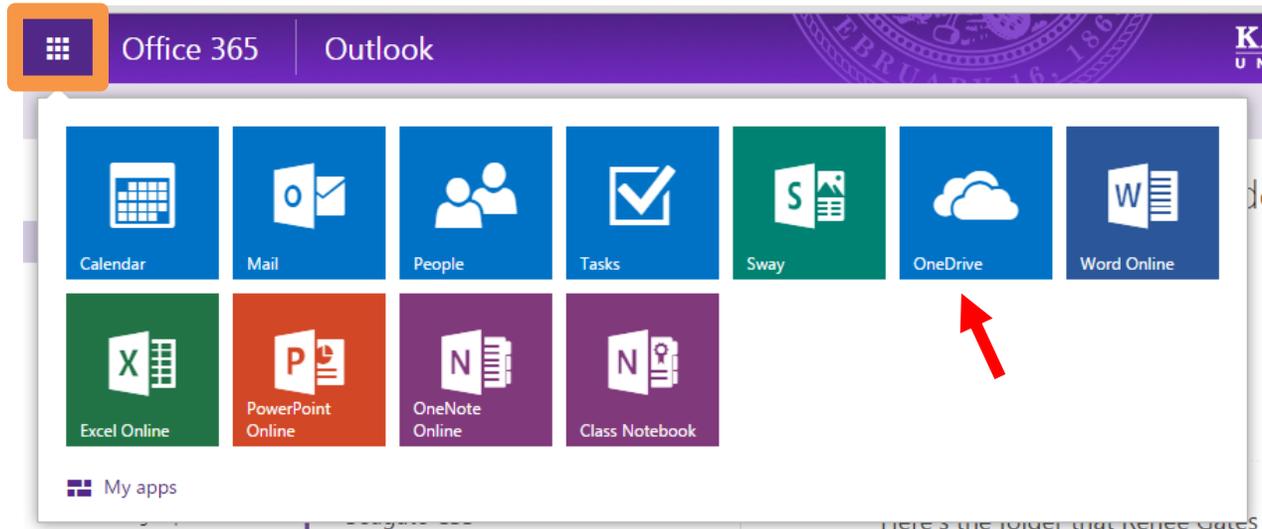
Content Development and Acquisitions Department (Department level folder)

Word document with link to departmental criteria

Candidate C (folder contains one .pdf document)

For Deans - how to access the review materials.

1. Go to <https://webmail.ksu.edu>. Sign-in with your K-State eID and password. If you have more than one e-mail (for example, a “vet.k-state.edu” account) be sure to use your “ksu.edu” account to log in.
2. Click on the boxes in the upper left to change to OneDrive



3. Click on Shared with me on the left side of the page.
4. Click on P&T Dean’s Review.