In light of the ongoing transition to digital submission of renewal, P&T, and sexennial review materials, DECs remain responsible for:

1) Accessing candidate portfolios via OneDrive, and
2) Creating an Evaluations/“Manila Folder,” which will be shared at each level of the process via OneDrive. This allows the candidate to see letters at each stage of the process and for each participant in the process to add their letter at the appropriate time. DECs will manage sharing of this folder, while Candidates will manage sharing of their portfolio.

There are two ways to access candidate portfolios – via the direct link received in email or by logging in to OneDrive. It is not advisable to copy candidate portfolios to Blackboard, Teams, elsewhere on OneDrive, or personal accounts, for a variety of reasons. Should DECs wish to reduce the “searching” for portfolios, DEC Chairs may consider compiling all links into a Word document, which can then be distributed (via e-mail, Teams, etc.) to the rest of the DEC or even shared with Deans, etc.

**Accessing Candidate Portfolios using Direct Link in Email**

When the candidate shares their portfolio and manila folder with you, you will receive separate e-mail notifications – one for the portfolio (uneditable) and one for the manila folder (editable). The email will be from the candidate and will look like this:

If desired, this link can be added to a Word document to facilitate sharing with the rest of the DEC, as noted above.

Click on the Open button to open the folder in OneDrive. When prompted, log in with your CCSU email address and BlueNet password. The Evaluations folder will open to show the documents.

**Accessing Candidate Portfolios using OneDrive**

   Log in with your CCSU email address and BlueNet password.
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2. From the App Launcher in the upper left, click on OneDrive.

3. From the menu on the left, click on Shared.

4. All folders shared with you will be listed, including each candidate’s portfolio and “manila folder.” Click on the folder/document names to open folders and view documents.

Creating A New Evaluation/“Manila” Folder

1. After opening OneDrive, you should be brought to the Files section by default. If not, click on Files from the menu on the left. From the Files section, click on New then choose Folder.

2. Name the folder using the format:
   **Manila Folder – Candidate Name – Department.** This will be the electronic “manila folder” sent up the chain of reviews.

   Example: “**Manila Folder – John Smith – English**” for English Department faculty member John Smith’s evaluations.

3. Then click Create, and the new folder will appear in the Files list with blue lines to indicate it is a new folder. If named incorrectly, your folder can be renamed by right-clicking the name and choosing Rename from the dropdown menu.
4. You will add the DEC Evaluation Letter and Form to this folder and copy the candidate materials from the checklist to this folder (instructions below).

When you are ready to share the evaluations folder with other DEC members or your Dean, refer to the **Setting up Sharing Permissions** instructions.

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**Adding Your Letter and/or DEC Form via OneDrive**

1. Navigate to the “manila folder” you created (e.g., Manila Folder – Candidate Name – Department). Press “Upload,” then “Files,” then select the form or letter to be added to the folder. The document will appear on the list of what’s in the folder within seconds. It is now viewable by anyone with access to the shared folder.

   If the DEC form is saved separately, it should also be uploaded.

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**Adding Candidate Files to Evaluation Folder**

1. To add other checklist materials to the Evaluations Folder (e.g., CV, table of contents), you will copy from the candidate’s portfolio. You will do this with multiple documents: The CV discussed here is one example.

   Navigate to the CV in the candidate’s portfolio. Click the 3 vertical dots to the right of the file name, then click “Copy To.”

   A sidebar will come up on the right side of the screen. In the top box, click “Your OneDrive,” then navigate to the manila folder you created (e.g., Manila Folder – Candidate Name – Department). Click the “Copy Here” button at the bottom when you’ve arrived in the folder you want the CV to be copied into.
3. Repeat this copying process with the other checklist materials (e.g., table of contents) by copying from the candidate’s portfolio.

**Setting up Sharing Permissions**

1. Once all checklist documents are added to the manila folder, sharing permissions can be set up to send the information to the next reviewer.

   From within the evaluations folder (manila folder), click the “Share” button. Be sure to click the Share button from within the top-level of the folder, as that sets up sharing throughout any sub-folders and all documents you have added.

2. Click on the “Anyone with the link can edit” line to update the editing permissions.

3. Click on “Specific People,” then click the “Apply” button. The “Allow editing” box should **NOT** be checked. These settings will allow you to specify exactly who can see the materials and allow them to add their own evaluation letters at later stages in the process.
4. Add people to the sharing list by typing their name on the “Enter a name or email address” line. When their name appears, click on it. Continue until all relevant parties are added (relevant to the current stage of the process – other DEC members, Dean, P&T Committee, Provost).

5. Enter a message (if desired) and then click “Send.” Each member will receive an email notifying them that the folder has been shared with them.

6. Steps 4 and 5 will need to be completed for each stage, when the portfolio is ready to be shared to the next level of the process. When sharing with your Dean and the Provost, include their administrative assistants.