

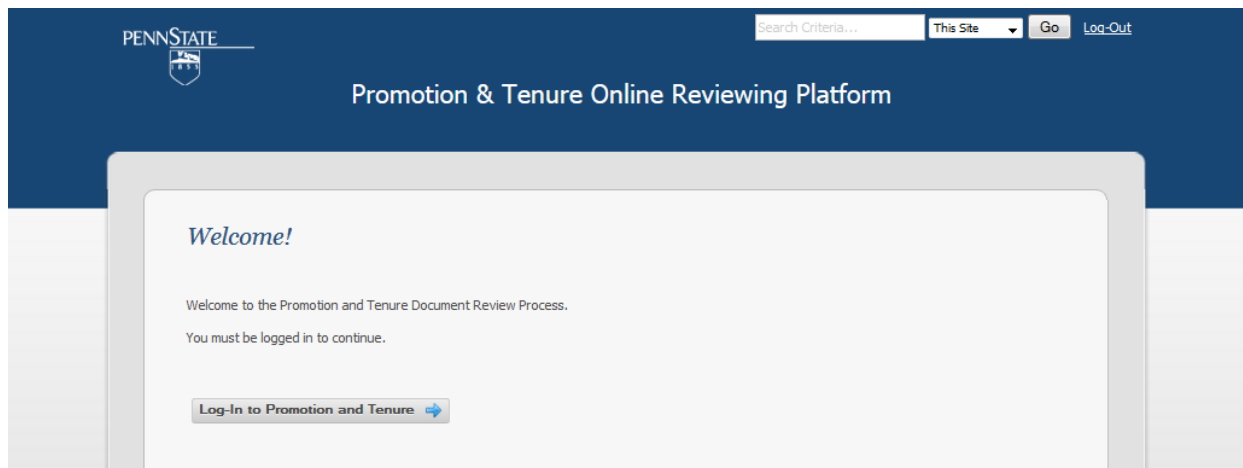
# Promotion and Tenure Online Reviewing Platform (PTORP) Manual for Reviewers

## Resources and Useful Information

- Office of the Vice Provost for Faculty Affairs, Promotion and Tenure Website: <http://vpaa.psu.edu/promotion-and-tenure/>
- **Promotion and Tenure Online Reviewing Platform Website:** [https://app.ohr.psu.edu/promotion\\_tenure](https://app.ohr.psu.edu/promotion_tenure)
- Within the platform, the **Resources** tab contains additional information
- All content (candidates and documents) is purged from the system on August 1 of each year
- PTORP is compatible with all browsers EXCEPT versions of Internet Explorer older than 10.0

## Log In to the Online Reviewing Platform

1. Launch a web browser and navigate to [https://app.ohr.psu.edu/promotion\\_tenure](https://app.ohr.psu.edu/promotion_tenure)

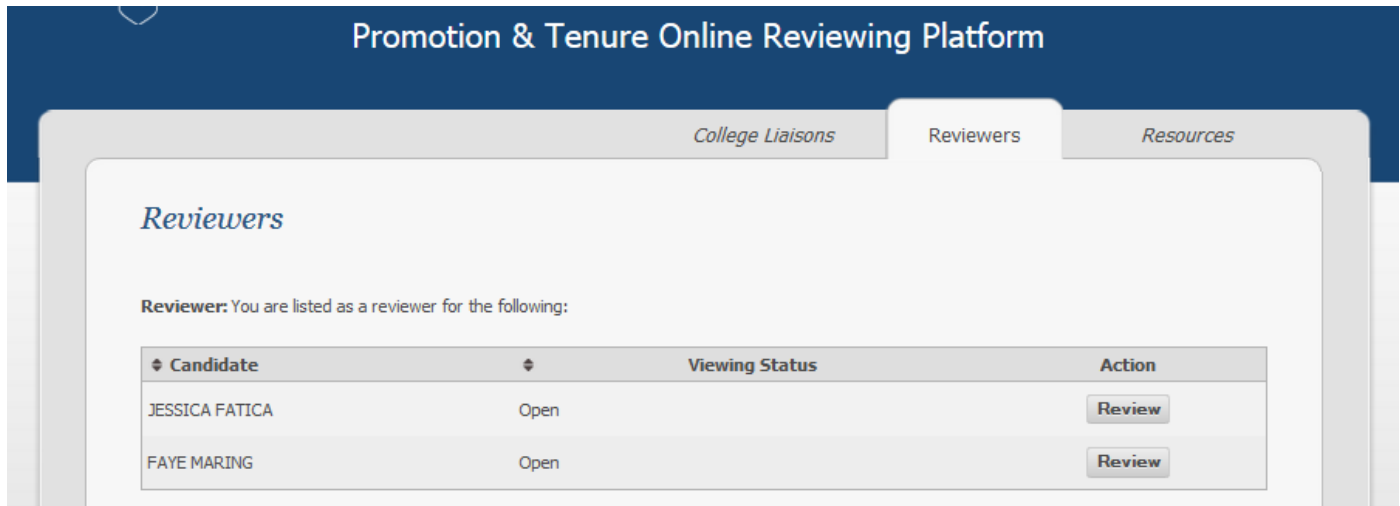


2. Click the **Log-In to Promotion and Tenure** button and login using your Web Access ID and Two-Factor Authentication

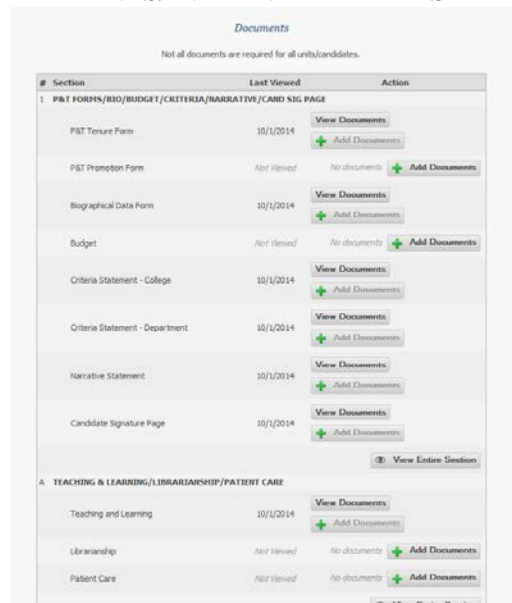
A screenshot of the WebAccess login form. The page has a white background with the Penn State logo on the left and the 'WebAccess' logo on the right. Below the logos is a 'Help' link. The main content area is a white box with a black border. It contains the text 'Please enter your Access Account ID or Friends of Penn State ID (e.g. xyz5000).' followed by two input fields: 'User ID' and 'Password'. Below these fields is a 'Log In' button. To the right of the input fields is a fingerprint icon. Below the fingerprint icon are two links: 'Change Access Account Password' and 'Change FPS Account Password'. At the bottom of the box is the text 'The Pennsylvania State University ©2014. All rights reserved. Nondiscrimination Policy - Privacy and Legal Statements'.

## View a Dossier

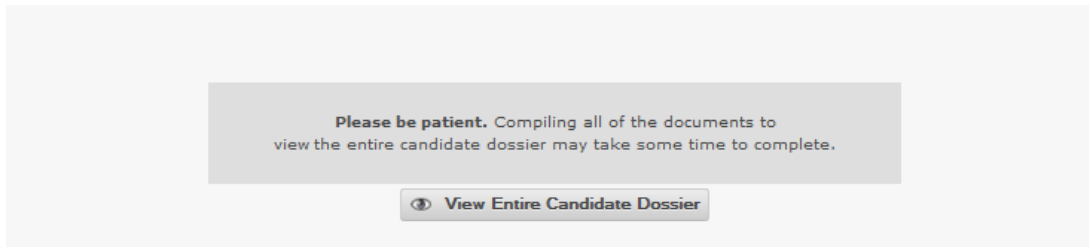
1. Click on **Reviewers**. You will see a list of the candidates that you have access to view. (Note: If the candidate's dossier IS NOT open to you for review at this time, the **Review** button will not be available and the **Viewing Status** will be **Closed**.)
2. If you have multiple candidates to review you can sort your list. Click on the table columns to sort. Use 'shift' to sort on multiple columns.



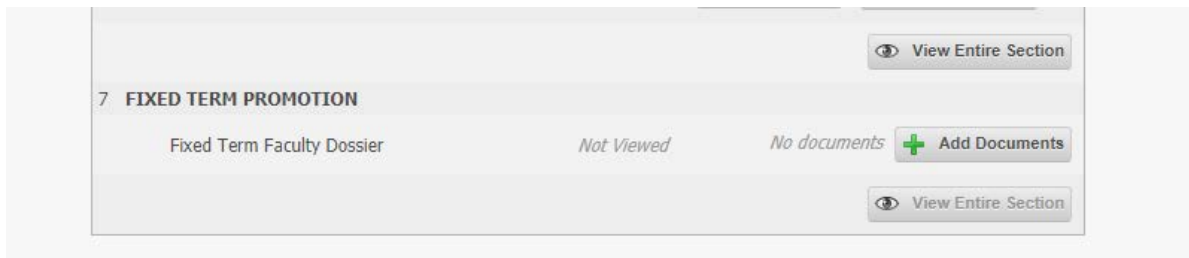
3. If the candidate's dossier IS open to you for review, the **Viewing Status** will be **Open** and the **Review** button will be available.
4. Click on the **Review** button to the right of the candidate's name.
5. The **View Dossier** screen will be shown. You will see a list of all the documents that comprise the P&T dossier. There are six sections – some sections contain a number of documents:
  1. P&T FORMS/BIO/BUDGET/CRITERIA/NARRATIVE/CAND SIG PAGE
    - A. TEACHING & LEARNING/LIBRARIANSHIP/PATIENT CARE
    - B. RESEARCH & CREATIVE ACCOMPLISHMENTS
    - C. SERVICE
    - D. EXTERNAL LETTERS
    - E. EVALUATIVE STATEMENTS/INTERNAL LETTERS



6. You can view documents in different ways:
  - a. individual documents (**View Documents**)
  - b. a section of documents (**View Entire Section**)
  - c. the entire dossier (**View Entire Candidate Dossier**).
7. The **View Documents** button opens the individual document listed in the browser window.
8. The **View Entire Section** button combines all of the documents listed in a section and opens them in one document in the correct order in the browser window.
9. The **View Entire Candidate Dossier** button combines all of the documents in the dossier and opens them in one document in the correct order in the browser window. Note that viewing the entire dossier may take a few moments to load.



10. **Fixed Term Promotion** - an additional section for Fixed Term Faculty Promotion Dossiers appears at the bottom of the list as Section 7. This section is **ONLY** used for Fixed Term (Non Tenure Track) Faculty. If you are reviewing a promotion dossier for a fixed term faculty member you will find the dossier uploaded here as a single document.



**Note:** All files are PDF and can be opened with Adobe Reader. When opening and reviewing documents, please be sure to follow best practices for the confidentiality of the documents. Please note the **Important Reminder** in the blue box at the top of each **View Dossier** screen.

**Important Reminder:**

These documents are **highly confidential**. Please make sure you delete downloaded documents as soon as possible.

Please note in the rare circumstances when a dossier has to go back to an earlier review level (for instance, if a substantive change has been made and earlier review committees must 're-review'), the higher review level documents will need to be temporarily removed from PTORP. The temporary removal of the documents is required because it is not appropriate for the lower review levels to view these documents. The documents concerned should be stored temporarily on a hard drive until the dossier returns to the higher review level at which time the documents must be reloaded. The appropriate management of all the documents that comprise the electronic dossier in PTORP is the responsibility of the department liaison/s.