Online Promotion & Tenure Work Flow, page 1 of 4

Department Process

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**Open for Packet Submission**

- **D1** Dept OPT Admin enters Candidate info
- **D2** Candidate uploads and certifies packet
- **D3** Dept OPT Admin packet complete?
  - Yes: Dept OPT Admin certifies packet
  - No: Candidate Certify Email To: Dept OPT Admin

**Dept Admin Review**

- **D4** Eligible Voting Faculty review packet
  - Eligible Voting Faculty vote (offline)
- **D5** Dept OPT Admin enters and certifies votes
- **D6** Dept Chair/Designee uploads Dept Chair letter
- **D7** Candidate does/do not upload a response letter
  - Candidate certifies response?
    - Yes: Chair Response Email To: Chair CC: Dept OPT Admin
    - No (after 10 days)

**Chair/Director Review**

- **D7** Candidate does/do not upload a response letter
  - Candidate certifies response?
    - Yes: Chair Response Email To: Chair CC: Dept OPT Admin
    - No (after 10 days)

**Chair/Director Response**

- **D8** Dept Chair/Designee new Dept Chair letter needed?
  - Yes: Chair Letter Added Email To: Candidate CC: Dept OPT Admin
  - No: Chair Assessment Email To: Candidate CC: Dept OPT Admin

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Section 33: Candidate may add items or approve items uploaded by a Department, College or Univ OPT Admin to Section 33 at any time. Candidates may also add items to Section 33.

Section 31: Bio-sketches and solicited letters of evaluation may be added by Dept Admins as they arrive. By default, all information is hidden from the Candidate, unless the Candidate specifically does not waive their rights to view the letters.
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Online Promotion & Tenure Work Flow, page 3 of 4

University Process

Packet released to College OPT Admin (from page 2)

U1

University Administrative Review

Univ OPT Admin packet complete?

Yes

Univ OPT Admin certifies packet

No

Section 33 Process See page 4

U2

APB Review reviews packet

APB Review Questions?

Yes

APB Queries Process See below

No

APB Recommendation (offline)

U3

Univ OPT Admin enters Presidential Assessment

Univ OPT Admin Marks process as complete

Presidental Review

Final Review

Review Complete

Section 33 Process

Packet needs additional information (new or corrections)

Anytime until packet is Review Complete or Withdrawn

Candidate uploads Section 33 item?

Yes

Dept, College, or Univ OPT Admin uploads Section 33 item

Candidate rejects item?

Yes

Item rejected

No

Candidate approves item?

Yes

No

New item added to Section 33

No (after 5 days)

Admin Uploads Section 33 Email
To: Candidate
CC: Dept or College OPT Admin

Candidate Rejects Section 33 Email
To: Dept or College OPT Admin
CC: Candidate

Candidate

No
Legend

Admin Activity
Department, College or University OPT Administrator

Candidate Activity
Faculty Candidate

Unit Head Activity
Department Chair, Director or College Dean

Reviewer
Read only access for specific groups

Decision/Check Function

Yes

Offline Function
Activity occurs outside of the OPT application

Automated Email Notification