Submitting your CMU Tenure & Promotion Portfolio using Microsoft Teams

Overview

- Candidates will prepare a CMU Tenure & Promotion (T&P) Portfolio according to the CMU Tenure & Promotion – Portfolio Instructional Guidelines.
- CMU T&P Portfolios must be submitted using Microsoft (MS) Teams.
- Consult with your Academic Department Head (ADH) if you have any questions about T&P criteria, requirements, or processes.

MS Teams electronic submission

- MS Teams will serve as the storage receptacle for your CMU T&P Portfolio, much like binders did previously.
- Historically, CMU T&P Portfolio binders were transferred from academic departments to the University T&P Committee to the Office of the VPAA as the portfolios went through the review process. Now, your 'MS Team' will be electronically transferred at each stage of the review process by simply changing membership and ownership.
- At the completion of this review, ownership of your MS Team will be returned to the T&P candidate.
- Throughout this document, purple font indicates detailed instructions for MS Teams for the inexperienced user. If you are unfamiliar with MS Teams, please see the 'Microsoft Teams – Basic' module on the CMU Information Technology "How to" page.
- Your CMU T&P Portfolio submitted through MS Team will be accessible to all eligible voting members of your academic department, your ADH and Administrative Assistant (Admin Assist), the University T&P Committee, and the Office of Academic Affairs.

Submission Process

CMU T&P Portfolio Content

- See the CMU Tenure & Promotion – Portfolio Instructional Guidelines in generating your T&P Portfolio. Your MS Teams electronic submission will include:
  - Cover Sheet & Notice of Intent form
  - One Primary PDF document
  - One PDF Appendices document (optional)

Creating a new T&P Portfolio MS Team

- Create your MS Team through the Microsoft Teams application
  - In MAVzone, click on the 'Applications' tab (left middle under 'Dashboard')
  - Click on the 'Microsoft Teams' application
  - Click on the 'Teams' icon (left side of screen)
  - Click on the 'Join or create team' icon (top right of screen)
  - Click on 'Create Team'
  - Click on 'Other'
  - Under 'Team name', name your MS Team with the following convention:
    - T&P Portfolio First and Last name (Example: T&P Portfolio Chad Middleton)

- Make sure under ‘Privacy’, that ‘Private – Only team owners can add members’ is chosen, then click ‘Next’
- Under ‘Add members to team’, click ‘Skip’
- Your MS Team is now created

Uploading Files to your T&P Portfolio MS Team

- Select ‘Files’ in the General channel (top middle of T&P Portfolio team)
- Click ‘Upload’ and then click ‘Files’
- Upload the Cover Sheet & Notice of Intent form, which you’ve named according to the ‘Document Naming Scheme’ in the CMU Tenure & Promotion – Portfolio Instructional Guidelines (Example: 2024-25-PES-CMiddleton-Cover Sheet.pdf)
- Upload your one Primary PDF document, which you’ve named according to the ‘Document Naming Scheme’ in the CMU Tenure & Promotion – Portfolio Instructional Guidelines (Example: 2024-25-PES-CMiddleton-Portfolio.pdf)
- Upload your one optional PDF Appendices document, which you’ve named according to the ‘Document Naming Scheme’ in the CMU Tenure & Promotion – Portfolio Instructional Guidelines (Example: 2024-25-PES-CMiddleton-Appendices.pdf)

Submitting your Files

- Add 1) your ADH, 2) Admin Assist, and 3) the Academic Affairs (AA) Faculty Generalist to your MS Team as ‘Members’
  - Click on the ellipses (‘…’) next to your MS Team name (top left of T&P Portfolio team)
  - Click on ‘Add member’ and ‘start typing a name or group’ of your ADH’s name. Your ADH’s name should appear from the drop-down menu. Choose their name, and select ‘Add’
  - Add your ADH, your Admin Assist, and the AA Faculty Generalist and then click ‘close’
- Make your ADH & Admin Assist ‘Owners’ of the MS Team
  - Click on the ellipses (‘…’) next to your MS Team name
  - Click on ‘Manage team’ and then ‘Members and guests’
  - Click on the ‘down arrow’ next to ‘Member’ (right middle of T&P Portfolio team) and change to ‘Owner’
- Leave the MS Team
  - Click on the ellipses (‘…’) next to your MS Team name
  - Click on ‘Leave team’
- Email your ADH and Admin Assist informing them that you have transferred ownership of the team to them