

P&T Faculty Candidate FAQ

1. How do I access my eBinder?

You may access your eBinder in three ways:

- Via the link in the system-generated email notification once the systems administrator has generated your eBinder access
- Via www.udel.edu/hrprd
- Via the Faculty Promotion & Tenure Tile available in My UD, <https://my.udel.edu/>

2. What web browsers work best for this P&T system?

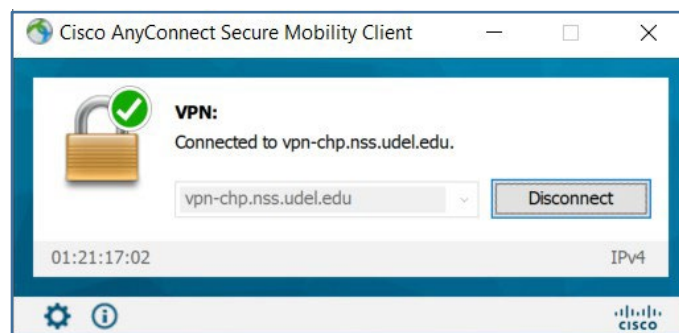
For an optimal user experience, please use Chrome or Firefox.

3. Can I access my eBinder from an off-campus location?

Yes, you can access your eBinder from any off-campus location as long as you have an internet connection and have connected to VPN.

For instructions on installing VPN on your computer, please visit <https://udeploy.udel.edu/software/anyconnect-vpn/>. You may contact the IT Support Center for assistance.

Once you have successfully connected to VPN, you will see the following status when you click on the Cisco icon.



4. Is there a training video or guide for the P&T system?

Yes, we have created a video tutorial and a job aid to help you navigate this system. Please click on the links below to view these resources:

- [P&T Candidate eBinder Preparation Video Tutorial](#)
- [P&T Candidate eBinder Preparation \(Job Aid\)](#)

5. How should I create my dossier in this system?

The system is divided into 3 main sections that represent your workload allocation: teaching, research/scholarship/creative activity, and service.

You will be required to upload material to each of these sections. This material must be uploaded as PDF files only. There is no limit to the number of uploads per section.

If you choose to upload a single dossier PDF document in this system, you will have to upload a cover sheet in the other required sections, directing the reviewers to the location of your complete dossier.

IMPORTANT: Please do not encrypt files, leave blank pages within your files, or use any special characters in file names. Doing so will result in an error in the consolidated download of the eBinder.

6. Is there a file size limit for the PDF documents?

The system consolidates all the uploaded documents into one PDF file. The maximum limit for the consolidated file is 400 MB. Therefore, your individual PDF documents can certainly vary in size. However, please be mindful of the aggregate file size limit when creating and uploading your PDF documents.

If you are uploading a single dossier PDF document, then the file must not exceed 400 MB.

7. Once I upload my material, how do I view the consolidated eBinder?

If you are populating every section of the system, please click on the “View All” button, located on the upper right corner, to consolidate your uploaded PDF documents and create the system-generated bookmarks. If you would prefer to view a consolidated document for just one section, you can do so by clicking on the “View Section” button. The system generated bookmarks are based on the subsection header names.

If you are uploading your dossier as a single PDF document in one of the evidential material sections, then please click on the “View PDF” button on the right side of that document to view the document’s contents and associated bookmarks. (Note: the “View All” option does not display the bookmarks within the single PDF document, so you must choose “View PDF” if your dossier is a single PDF document.)

8. Does the system collect information from the Grants Management, UDSIS, and Course Evaluation systems?

No, the P&T system does not connect to the Grants Management, UDSIS, and Course Evaluation systems. You will be responsible for presenting the evidential material for your promotion and/or tenure case.

9. What is the deadline date for the eBinder submission?

Per the Faculty Handbook’s Promotion schedule, the deadline for the eBinder submission is September 1. However, candidates can be required by department policy to submit dossiers before September 1. Please contact your Department Chair regarding the department-specific deadline date.

10. Do I need to respond to each reviewer recommendation letter?

You do not need to respond to the reviewer recommendation letters unless you are initiating the appeal process. In that case, you will have 5 business days from the recommendation letter upload date to indicate your intention to appeal. In order to initiate an appeal, you must send an email response to the appropriate review step (i.e. department committee/department chair’s recommendation, the college committee/dean’s recommendation, the university committee’s recommendation and the Provost’s recommendation). Please copy facultypromotion@udel.edu on your email notification to the administrator/committee.

11. How do I add evidential materials after I have submitted my eBinder?

To add additional evidential materials after your initial submission, candidates should send materials with a dated cover note to the committee chair or administrator at the current review step and ask them to upload on your behalf.

12. Who should I contact for questions related to the system?

For questions related to the system, please contact the systems administrator at facultypromotion@udel.edu. However, please direct questions related to the content or the organization of your evidential material to your Department Chair or Department P&T Committee Chair.