User Guide to Start your Packet

1. Log into the system at https://promotiontenure.uams.edu/
2. Once you are in the system click "create new request" button on the left of the screen:
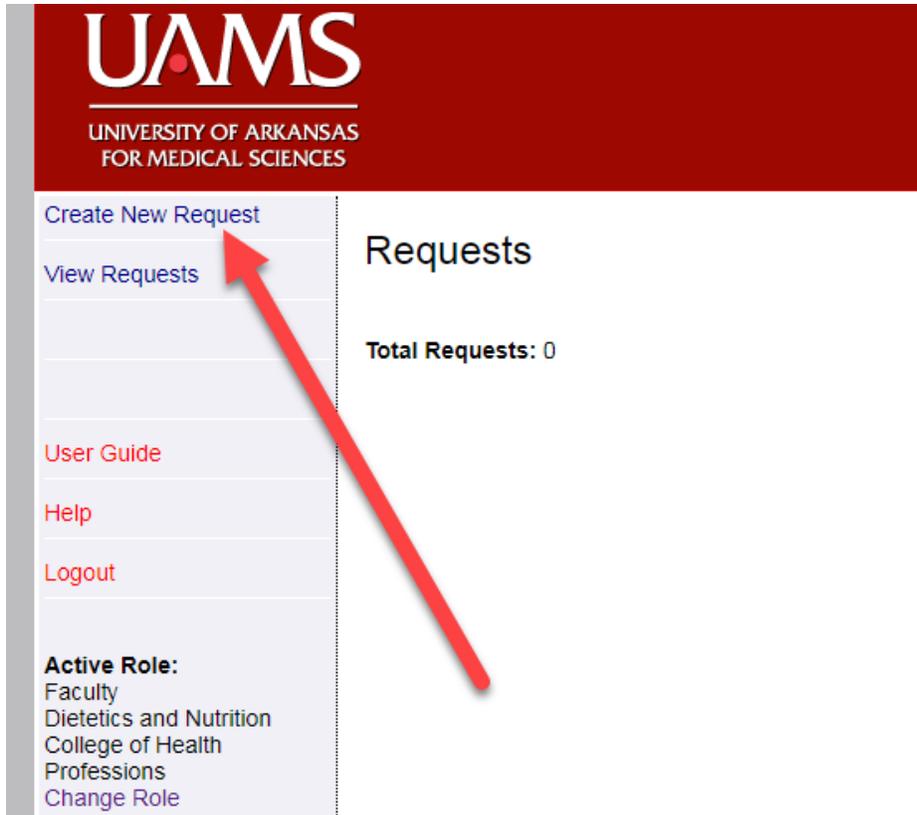
3. Verify all demographic information is correct. Be sure to check your appointment start date is correct.
   a. You must answer the highlighted questions
   b. If all information is correct click "yes"
   c. If you need to edit the information click "no"
   d. Click "submit"

Add/Edit Request

Fiscal Year:			
First Name:	Joshua		
Middle Name:	A		
Last Name:	Phelps		
Credential:			
Gender:	M (M/F)	Slot:	627
VA 8ths:	0 /8ths		
Primary College:	Health Professions ▼	Primary Department:	Dietetics and Nutrition ▼
Current Academic Rank:	Associate Professor ▼	Appointment Date:	7/1/2012 (mm/dd/yyyy)
Requesting Promotion to Academic Rank of:(*)	-Select One- ▼	Tenure Pathway:	Tenured pathway (TE) ▼
Requesting Tenure: (*)	○ Yes ◉ No	Have You already been awarded tenure at UAMS?	◉ Yes ○ No
Secondary Department(s):		Seeking promotion in secondary department(s): (*)	○ Yes ◉ No

Is the information listed above correct? (*)   ○ Yes ○ No

(If you answer 'No', you will be allowed to edit this information.)

Submit

4. This creates your request. To view your request and start editing your packet click "view"

Requests

Total Requests: 1

Fiscal Year	Faculty	Department	Status	View
	Joshua A **Phelps**	Dietetics and Nutrition	*Pending Document Upload* Request for Promotion to Professor	View

5. You have now created your request. It should look like this and you can begin to build your packet.

Request

| | Close | Edit | Submit to Dept Chair/Program Director |

<table>
<tr><td>Upload Photo</td><td colspan="2">**Request for Promotion to Professor**
On the Tenured pathway (TE) Pathway</td></tr>
<tr><td>**Status:**</td><td colspan="2">*Pending Document Upload*</td></tr>
<tr><td>**Fiscal Year**</td><td></td><td></td></tr>
<tr><td>**Name:**</td><td colspan="2">Joshua A Phelps   (If you would like to change your name, please click here)</td></tr>
<tr><td>**Gender:**</td><td>M</td><td>**Slot #:** 627</td></tr>
<tr><td>**Current Rank:**</td><td>Associate Professor</td><td>**Appointment Start Date:** 7/1/2012</td></tr>
<tr><td>**Requesting Promotion to Academic Rank of:**</td><td>Professor</td><td>**Tenure Pathway:** Tenured pathway (TE)</td></tr>
<tr><td>**Requesting Tenure:**</td><td>No</td><td>**Have You already been awarded tenure at UAMS?** Yes</td></tr>
<tr><td>**Primary Department:**</td><td>Dietetics and Nutrition</td><td>**VA 8ths:** 0</td></tr>
<tr><td>**Secondary Department(s):**</td><td></td><td>**Seeking promotion in secondary department(s):** No</td></tr>
</table>

College of Health Professions Appointment, Promotion, and Tenure Guidelines
2002 CHP Promotion-and-Tenure-Guidelines
2017 CHP Promotion-and-Tenure-Guidelines

General Comments Regarding Preparation of Promotion and or Tenure Credentials

- For tenure, cover everything relevant to job performance, including relevant achievements if previously employed as faculty at a different university (as a means of describing career trajectory).
- For promotion, emphasize accomplishments since the last promotion [achievements accomplished while in your current rank, including relevant achievements if previously employed at a different university while in the same (current) rank – as a means of describing career trajectory].
- The credentials should be completely free of typos and grammatical errors.
- Write your credentials in a concise, organized, consistent, reader-oriented manner.
- Refrain from obscuring your most important accomplishments. Omit inconsequential documentation.
  - Omit course syllabi, lecture outlines, or study guides.
  - Omit thank you notes or letters or routine thank-you notes for such activities as the CHP hooding ceremony, or commencement.
  - Omit any discussion of your philosophical approaches.
- Prior to submitting your credentials to your Chairperson, seek multiple external reviewers - other than current CHP P&T Committee members – to review them. Prepare your credentials well in advance of the deadline.