Faculty Promotion and Tenure Portal

View Only Access

Fall 2024
Electronic Portal Access

- The portal is only visible to those who have been granted access.
- If you do not see the “Faculty Promotion and Tenure” option under the “Other” tab in myBinghamton, contact your Dean’s office or Laura Kipfer at lkipfer1@binghamton.edu or 7-21456.
Technical Specifications

- If possible, use Google Chrome. You may use another browser, such as Safari or Firefox, but the Preview function will be limited.

- If you use Google Chrome, you may be prompted to add the “Office Editing for Docs, Sheets & Slides” extension, which will improve the functionality of the Preview function, especially for .doc and .docx files.
Accessing Cases

- After entering the portal, you will be able to see the cases that you have been given access to.
- Open a case by selecting the appropriate checkbox and clicking the blue “View Personnel Case” button.
- You can also simply click on the entry and the case will open.
- Only one case can be opened at a time.
Case Tab

- You may toggle between the "Personnel Cases" tab and the specific case.
- **ALWAYS** refresh your browser after viewing one case and moving on to another.
Case Tab Continued

- Scrolling down within the case, you will find the information that is contained on the Faculty Personnel Action Summary.

- If voting/decisions have taken place, you will be able to view them.
Viewing Documents

- Simply click on a section to view the contents.
- The contents will mirror the Personnel Case forms.
- When you click on the “Preview” button, it will show you the document.
Preview Files

- When you want to view a document, click on “Preview”, a new tab will be created for the document viewer.

- If a file is very large, such as a book manuscript, then a URL is often created.
Returning to Case

- After viewing a document, in order to return to the main case you must scroll up to the top of the page and click on “View Personnel Case #_”
Downloads

- You may download individual documents, complete sections, or the entire dossier.
- However, any documents that were added by URL will not be downloaded.
- Click on “Print Summary” to save the Personnel Action Summary as a PDF, or print.
- Please remember ALL files are confidential and should be deleted from devices as soon as they are no longer needed.
Important Notes

● You **must** refresh your browser after viewing any case before viewing another

● Once the case has moved on to the next step (ex. IPC to Dean, UPC to Provost), you will no longer have access to view the case on the portal

● All Departments/Dean’s Offices will keep their own electronic copy

● Any memos/additional documentation will be uploaded by either the Dean’s Assistant, Department’s Assistant, IPC chair, or Provost’s Office
Last Thoughts

- If you have questions, please reach out to your Dean’s Office, or email/call Laura Kipfer in the Provost office, lkipfer1@binghamton.edu, 7-2154

- This PowerPoint and training video can be found on the Provost website, under “Faculty Resources”, “Personnel Cases”: https://www.binghamton.edu/academics/provost/faculty-resources/