Promotion and Tenure File Share
User Guide for Candidates and Committee Members

For help with questions specific to the UMass Lowell P&T electronic process and/or P&T file share contact PandT@uml.edu. This is the most efficient method used to contact the P&T Team:

Paula Haines, Senior Director of Curriculum Assessment & Accreditation
Donna Mellen, Director of Academic Technology
Shaima Ragab, Director of Faculty Success

For help with questions regarding passwords, remote connections, or mapping:
Contact Tech Support:
Email: Help@uml.edu
Phone: Monday through Friday 8:30 a.m. to 5 p.m.
- On campus, dial ext. 4-4357 or 978-934-4357
- To call toll free: 866-435-7437

How do I access the P&T File Share?
The Promotion and/or Tenure file share is accessible while on the campus network or through a virtual private network connection (VPN) (details below).

TIP: If you mapped to the P&T file share in the past, please check your network connections to possibly avoid the need to map again. If you served on a P&T committee previously, please reboot your computer to gain the new permissions. Electronic access will be provided in accordance with the dates listed in the Promotion and/or Tenure Schedule.

Step 1: Connect to VPN or vLabs
Note: Please take this step if you're off-campus or your computer is not connected to the domain. If you're using WIFI, please connect to EDUROAM.
Step 2: Map or Login to the P&T file share

VPN and vLabs Instructions

VPN (Virtual Private Network): Instructions for VPN remote access can be found at the Remote Access page. https://www.uml.edu/it/services/get-connected/remote-access/default.aspx Usage of the VPN requires using Global Protect and multi-factor authentication using DUO.

vLabs (Virtual Labs) Client Instructions*: Instructions for browser access (recommended) can be found at the HTML Access page. https://www.uml.edu/IT/Services/vLabs/Client-Configurations/html.aspx
*You will need to remap the drive each time when using vLabs.

For help with questions regarding remote connections, mapping, or passwords:
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Please note: Accessing files from home using VPN will be slower than viewing files on campus. Please expect delays when opening larger files, especially supplemental materials. If your home connection isn't stable, your performance may improve if you use vLabs. If you plan to download candidate files, please download the files to a folder on your university-owned computer, restrict access while viewing, and destroy the materials following your final committee review. If you print materials, please destroy materials no longer in use.

How to Map to the File Share for Windows (tip: connect to VPN/vLabs first, if remote)

Windows 10 and 11 Instructions

1. Open **File Explorer** from the taskbar or the Start menu, or press the Windows logo key + E.

2. Select **This PC** from the left pane. Then, on the **Computer** tab, select **Map network drive**. (Windows 10)
   Select **This PC** from the left pane. Then, on the File Explorer ribbon, select **More > Map network drive**. (Windows 11)
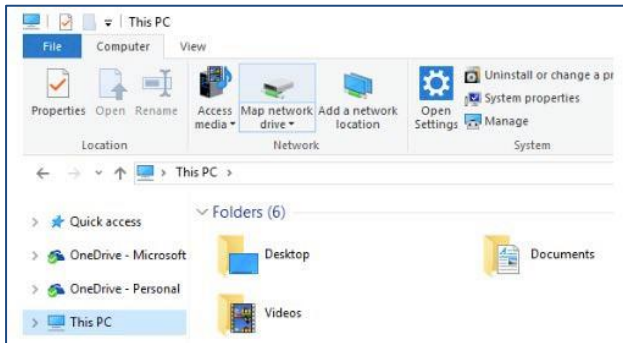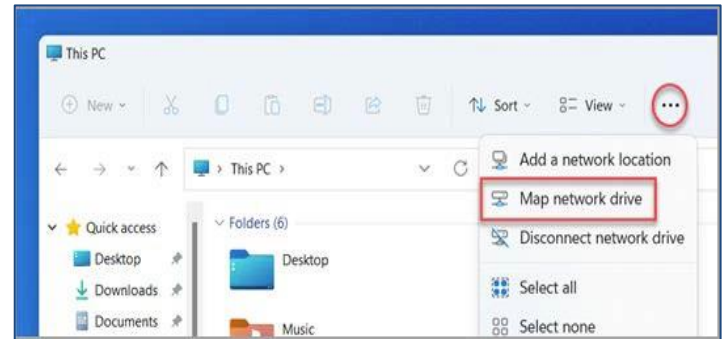

Figure 1: Windows 10

Figure 2: Windows 11

3. In the **Drive** list, select a drive letter. (Any available letter will do.)

4. In the Folder box, type the path of the folder: \\fs.uml.edu\PandT (not case sensitive)

   - To connect every time you sign in to your PC, select **Reconnect at sign-in**.
   - Do not select: Connect using different credentials (unless non-UMass Lowell credentials are utilized to login tothis computer.)

5. Select **Finish**.

A window will open containing folders for all P&T candidates, sorted by college. See Promotion and/or Tenure Electronic File Share Information for additional details. If your connection is unsuccessful, please contact help@uml.edu or call 978-934-4357.

How to map to the file share for macOS (tip: connect to VPN/vLabs first, if working from home). Please note - VPN requires the use of macOS version Catalina (10.15.7 and above).

1. Open a **Finder** window
2. The Finder menu will appear at the top of the screen. Select the **Go** menu, then select **Connect to Server**, as shown below in Figure 3

Figure 3: Connect to Server

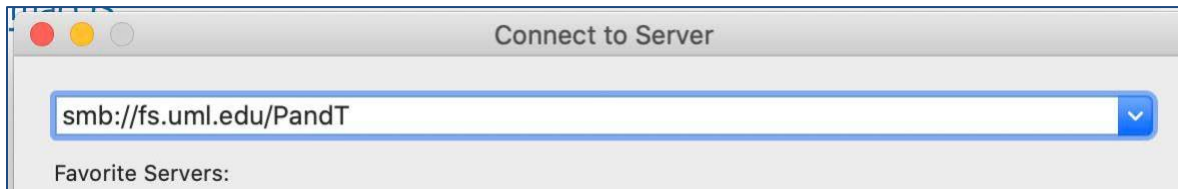3. A Connect to Server window will appear, as shown below in Figure 4.

Figure 4: Connect to Server

In the Server Address box, enter the path to the file share, prefixing the path with smb: and using forward slashes in the path (/).

smb://fs.uml.edu/PandT (not case sensitive)

If you wish to save this path for future use, click the **+** after entering the path to save it your Favorite Servers.

4. Click Connect
5. If an authentication window appears, please enter your UMass Lowell credentials. If the connection is successful, a window will open containing folders for all P&T candidates, sorted by college. If your connection is unsuccessful, please contact help@uml.edu or call 978-934-4357.

Electronic P&T File Share
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Promotion and/or Tenure File Share Information

The Promotion and/or Tenure file share is designed as follows: Candidate folders are indexed by college, last name and first name. Although you can view folders, permissions are provided accordingly for materials.

Each folder contains specific items as well as permissions:

External Letters Folder (TT only)

Contains:
- External Review Letters Waiver Statement
- External Review Letters Evaluator Selections
- Department Chairperson's letter requesting the external review
- External review letters
- External reviewers' CVs

Permissions:
- Candidate does not have access.
- All authorized reviewers have read access according to the P&T schedule.

Portfolio Folder

Contains:
1. Main Portfolio
2. Supplemental Materials Portfolio

Permissions:
- All authorized reviewers have read access according to the P&T schedule.

Review Letters, Responses, Addenda Folder

Contains:
- Review Letters
- Any candidate responses to recommendation letters by various levels of review.
- Addenda from Candidates:
  - Publications accepted after final submission of the candidate's portfolio
  - Funded grant notices/awards after final submission of the candidate's portfolio
  - Funding for teaching and learning projects awarded after final submission of the candidate's portfolio
  - Honors or awards received after final submission of the candidate's portfolio
  - Other extraordinary examples appropriate to the candidate's discipline received after final submission of the candidate'sportfolio

Permissions:
- All authorized reviewers have read access according to the P&T schedule.