

## I. Getting Started in the P&T System

**UAMS**  
UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

**Promotion & Tenure System**

Welcome

[Login](#)  
[P&T Sample Packet \(COM\)](#)  
[P&T Database Trainings](#)  
[Helpful Links](#)  
[Request New User Access](#)  
[Test Site \(UAMS Network Only\)](#)

### Promotion & Tenure Database

Please fill in your UAMS username and password, and then click the "login" button to enter the system.

**2** Username:   
Password:   
[Login](#)

**COM: Deadline is Monday, September 18, 2023 by 4:00pm.**

*COM: If you are not granted to login to this system, please click the "Request New User Access" on the left to request the access permission.*  
*CHP: If you are not granted to login to this system, please contact [Katie H Poe](#) in Faculty Center to request the access permission.*

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1. If accessing the system for the first time, click 'Request New User Access' (see #1 above in screenshot).
2. If you have already requested a login, simply type in your UAMS user name and password in the space provided.

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Welcome

[Login](#)  
[Helpful Links](#)

Are you planning to submit your packet this year? Please select FY

Fiscal Year:

**For Faculty Members:**

UAMS Login User Name  [Pick up](#) **3**

**Administrative Staff:**

Staff UAMS Login User Name  [Pick up](#)

Faculty's UAMS Login User Name

Select One ...  
[Add](#)  
[Delete](#)

3. For faculty members requesting new login, click 'Pick up' (see above).

4. 'Pick up' will open a pop-up box. Type in the last name and/or first name and select from the list provided.

**Select a user**  
Last Name:   
First Name:

5. For Administrative staff requesting new login, click 'Pick up' for your login and select your faculty member's name from the list and click 'Add'. You can select multiple faculty members.

**Administrative Staff:**  
Staff  
UAMS  
Login  
User  
Name  
Faculty's  
UAMS  
Login  
User  
Name

6. Faculty: the first time you login, you will need to 'Create New Request' (see green box in below screen shot).

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**Promotion & Tenure System**  
Welcome Katie Poe

[Create New Request](#)  
[View Requests](#)  
  
[My Profile](#)  
[User Guide](#)  
[Help](#)  
[Logout](#)  
  
**Active Role:**  
Faculty  
[Change Role](#)

**Add/Edit Request**  
Fiscal Year: 2024  
First Name:  
Middle Name:  
Last Name:  
Credential:  
Gender: (M/F) Slot:  
VA 8ths: /8ths  
Primary College: Primary Department: -Select One-  
Current Academic Rank: -Select One- Appointment Date: (mm/dd/yyyy)  
Requesting Promotion to Academic Rank of: -Select One- Tenure Pathway: -Select One-  
Requesting Tenure: (\*) ☐ Yes ☒ No  
Have You already been awarded tenure at UAMS? ☐ Yes ☒ No  
Seeking promotion in secondary department(s): (\*)  
Secondary Department(s):  
[Remove Add](#)  
Anesthesiology

7. Once you click 'Create New Request', this is the screen that will be generated (above). All of the information in the greyed out areas are imported from FacFacts. Please review this information carefully.

8. Fill in the highlighted fields. Please pay special attention to the tenure questions.
9. If information from FacFacts is correct, mark 'yes'. If information from FacFacts is incorrect, mark 'No'. You will have the opportunity to edit this on the next screen. *\*If you answered 'no' on the previous screen regarding FacFacts information, you will be prompted to edit fields in this screen. Edit as necessary and hit 'submit'. Upon submission, an email will be sent to the Faculty Affairs office for verification. You will not be able to continue until the changes have been verified. At that time, you will receive an email to inform you that you can continue.\**
10. Hit 'submit'. Your packet creation request will go to Faculty Affairs and be approved or denied.
11. After the request is approved, at login, you will be able to view your created requests here (see below).

2024	FACULTY NAME	DEPARTMENT	Pending Document Upload Request for Promotion to Associate Professor And Tenure	0	View
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## II. Creating Your P&T Packet

12. At this point, you are ready to upload documents into this request. Click on the "View" button (see green box above).
13. Select the appropriate folder where you want to upload documents. Folders are built according to each of the Colleges' specifications/needs. The 'Other' folders can be renamed to suit your needs. Click 'Rename Folder' and type in the name of the folder you wish to create.

Review Documents:  
(\*\* Please click the folder icon to add or remove the documents \*\*)

	UAMS Departmental Letters of Support	(0 files)
	Letters of Recommendation (Professional Recognition)	(0 files)
	CV/General Overview	(0 files)
	Time and Effort	
	Teaching/Mentoring	(0 files)
	Research/Scholarly Activities	(0 files)
	Clinical Service	(0 files)
	Leadership/Administrative Service	(0 files)
	Publications	(0 files)
	Honors/Awards (Professional Recognition)	(0 files)
	Other	(0 files) <a href="#">Rename Folder</a>
	Other	(0 files) <a href="#">Rename Folder</a>
	PT Letter	(0 files)
	Appeals Documents	(0 files)

14. All folders, except for Time and Effort, will look similar to the screen shot below. *Please read the bullet points to make sure you are uploading the correct documents into the correct folder.*

## UAMS Departmental Letters of Support

[Back to Request](#)

- This section must include a letter from the Department chair and, if applicable, a letter from the Department P & T committee
- If requesting promotion in secondary appointment, this section must include a letter from secondary appointment department chair

Upload Document:

File:  No file chosen

Type:

- To upload a document, click the 'Choose File' button. This will allow you to search for the document saved on your computer.
- Select the document type from this drop-down box.
- Click 'Upload'. The document will appear below this button.
- You can use the arrows next to the documents to order these within the folder as well as delete or update the document name (see below).

Document	Document Type	Upload Date	View	Up	Down	Edit	Remove
<a href="#">Referee list</a> [redacted].docx	List of Referees	4/9/2021 8:56:59 AM	<a href="#">View</a>	<a href="#">↑</a>	<a href="#">↓</a>	<a href="#">Update Name</a>	<a href="#">Delete</a>
[redacted].pdf	Required Recommendation Letter	7/27/2021 8:03:26 AM	<a href="#">View</a>	<a href="#">↑</a>	<a href="#">↓</a>	<a href="#">Update Name</a>	<a href="#">Delete</a>

- \*\*COM FACULTY\*\*** For the Time and Effort screen (see below), select the appropriate pathway from the drop down box (green box below).

### Time and Effort

[Back to Request](#)

Historical Time and Effort Information:  
 Use Following form to add a Time and Effort Sheet.

Pathway			Percent	Range
<div>Select One</div>	Clinical	Total service - bedside teaching	<input type="text"/>	<input type="text"/>
Start Date	Research		<input type="text"/>	<input type="text"/>
<input type="text"/>	Administration		<input type="text"/>	<input type="text"/>
Stop Date	Education	didactic + bedside teaching	<input type="text"/>	<input type="text"/>
<input type="text"/>	Total		100%	

Note:

- The corresponding ranges will auto-populate.
- Enter the start and stop dates for the time period that you are entering.
- Enter the appropriate percentages, and click 'Add'.

### III. Submitting Your P&T Packet

23. For staff members assisting faculty with packets: once all the documents have been uploaded, click '**Submit to Faculty Member**' (see below). An email will be sent to the faculty member letting him/her know that the request is ready for review.
24. Faculty: if you are submitting the packet yourself, your screen will look exactly like this one, except the button at the top will say '**Submit to P&T**'. When you are completely satisfied with your packet, click this button to submit the Promotion and Tenure request to Faculty Affairs where it will be reviewed.

Request	
<div>Close Submit to Faculty Member</div>	
Status:	<i>Request Pending Document Upload</i>

25. If you have any questions or concerns, please email Katie Poe at [khpoe@uams.edu](mailto:khpoe@uams.edu) in the Faculty Affairs office.