

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

**UAMS**  
UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

**Promotion & Tenure System**

Welcome

**1** 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: 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.

**UAMS**  
UNIVERSITY OF ARKANSAS  
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**Promotion & Tenure System**

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    
[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).



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

## Promotion & Tenure System

Welcome Katie Poe

Create New Request

[View Requests](#)

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[My Profile](#)

[User Guide](#)

[Help](#)

[Logout](#)

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**Active Role:**  
Faculty  
[Change Role](#)

### Add/Edit Request

Fiscal Year:	<input type="text" value="2027"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Credential:	<input type="text"/>
Gender:	<input type="text" value="(M/F)"/> Slot: <input type="text"/>
VA 8ths:	<input type="text" value="/8ths"/>
Primary College:	<input type="text" value="-Select One-"/>
Primary Department:	<input type="text" value="-Select One-"/>
Current Academic Rank:	<input type="text" value="-Select One-"/>
Appointment Date:	<input type="text" value="(mm/dd/yyyy)"/>
Requesting Promotion to Academic Rank of: (*)	<input type="text" value="-Select One-"/>
Tenure Pathway:	<input type="text" value="-Select One-"/>
Requesting Tenure: (*)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have You already been awarded tenure at UAMS?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Seeking promotion in secondary department(s): (*)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Secondary Department(s):	<input type="text" value="Anesthesiology"/>

[Remove Add](#)

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).

2026	FACULTY NAME	DEPARTMENT	<b>Pending Document Upload</b> Request for Promotion to Associate Professor And Tenure	0	<a href="#">View</a>
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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.

*\*The "UAMS Departmental Letters of Support" and "Letters of Recommendation" folders are no longer accessible by faculty members. Only the department chairs, admins, direct supervisors, and department PT committees will have access. \**

**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) [Rename Folder](#)
-  [Other](#) (0 files) [Rename Folder](#)
-  [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.*

Upload Document:

File:  No file chosen

Type:

15. To upload a document, click the 'Choose File' button. This will allow you to search for the document saved on your computer.
16. Select the document type from this drop-down box.
17. Click 'Upload'. The document will appear below this button.
18. 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).
19. **\*\*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 Rev](#)

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

Pathway		Percent	Range
<input type="text" value="Select One"/>	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:

20. The corresponding ranges will auto-populate.
21. Enter the start and stop dates for the time period that you are entering.
22. 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.

<b>Request</b>	
<input type="button" value="Close"/> <input type="button" value="Submit to Faculty Member"/>	
<b>Status:</b>	<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.

#### IV. Accessing another faculty member's packet

- 26. You will need to email the faculty member and cc Katie Poe asking if you can view their previous P&T packet and ask that they cc Katie Poe in their response.
- 27. You will be given a "Staff" role that you will need to switch to in order to view the packet (see snip below).
- 28. Make sure the "Fiscal Year" drop down box is set to "--All--" and hit the Search button.
- 29. Click on the blue "View" button on the table to access the packet.

**Requests**

**Fiscal Year:** --All--  
**College:** Medicine  
**Request:** -All-  
**Last Name:**

**Status:** -All-  
**Department:** -All-  
**Pathway:** -All-  
**Order By:** Order Number

Total Requests: 0 *Voting Buttons are Closed!*

**Active Role:**  
Staff  
[Change Role](#)