

## Your SharePoint Folder

This document provides guidance for Academic Promotion applicants who are preparing their application documents online.

If you haven't accessed the University SharePoint previously, you'll be asked to log in. When prompted to Sign in, you should enter your University email address:



## Sign in

alex.beaton@otago.ac.nz

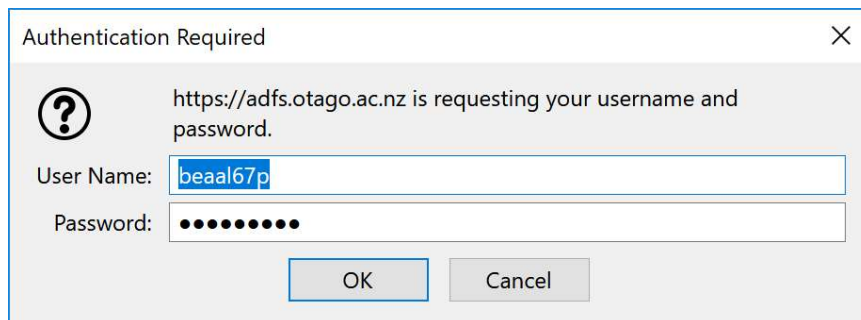
[Can't access your account?](#)

[Sign-in options](#)

Back

Next

When prompted to Authenticate, you should enter your University user name and password:



The image shows a Windows-style dialog box titled "Authentication Required" with a close button (X) in the top right corner. Inside the dialog, there is a question mark icon in a circle on the left. To the right of the icon, the text reads "https://adfs.otago.ac.nz is requesting your username and password." Below this text, there are two input fields. The first is labeled "User Name:" and contains the text "beaal67p". The second is labeled "Password:" and contains a series of dots. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

## Creating your application folder

Once you have logged in to Sharepoint, you will need to complete the form (see next page) in order for Sharepoint to create your application folder and assign its permissions.

Please follow the instructions at [www.otago.ac.nz/humanresources/training/academic-staff/academic-promotion/index.html#how-to-apply](http://www.otago.ac.nz/humanresources/training/academic-staff/academic-promotion/index.html#how-to-apply).

When the folder has been created successfully, you will receive a link to the folder via email from [academic.promotions@otago.ac.nz](mailto:academic.promotions@otago.ac.nz).

## New Document Set: 2024 Application for Academic Promotion

ABC Spelling...

Name \*

Use your preferred first name and last name. This becomes the name of your promotion application folder.

Username \*

Enter a name or email address...

Enter your University of Otago staff username

Department \*

Division \*

Promotion sought \*

Head of Department \*

Enter a name or email address...

Enter the name of the Head of your academic unit who will complete the HoD Statement for your application. Ensure you choose the person with appropriate position title.

Additional Senior Academic Assessment Statement (optional)

Enter a name or email address...

(Optional) Enter if you are asking a second senior colleague to act in the role of completing the Assessment Statement

Dean (Health Sciences Only)

Enter a name or email address...

School (Health Sciences Only)

Health Sciences school - for applications that need a Dean statement in addition to HoD statement

Select 'Save' and wait a few moments for the application folder to be created. Once the folder is ready, you will receive an email from [academic.promotions@otago.ac.nz](mailto:academic.promotions@otago.ac.nz) containing a link to your application folder. If you don't receive the email, contact the Academic Promotion team ([academic.promotions@otago.ac.nz](mailto:academic.promotions@otago.ac.nz) or 03 479 8266)

Save

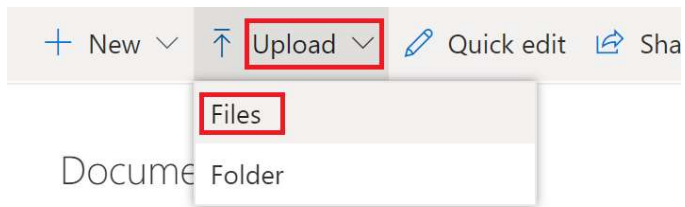
Cancel

## Uploading Your Files

To add your files, either:

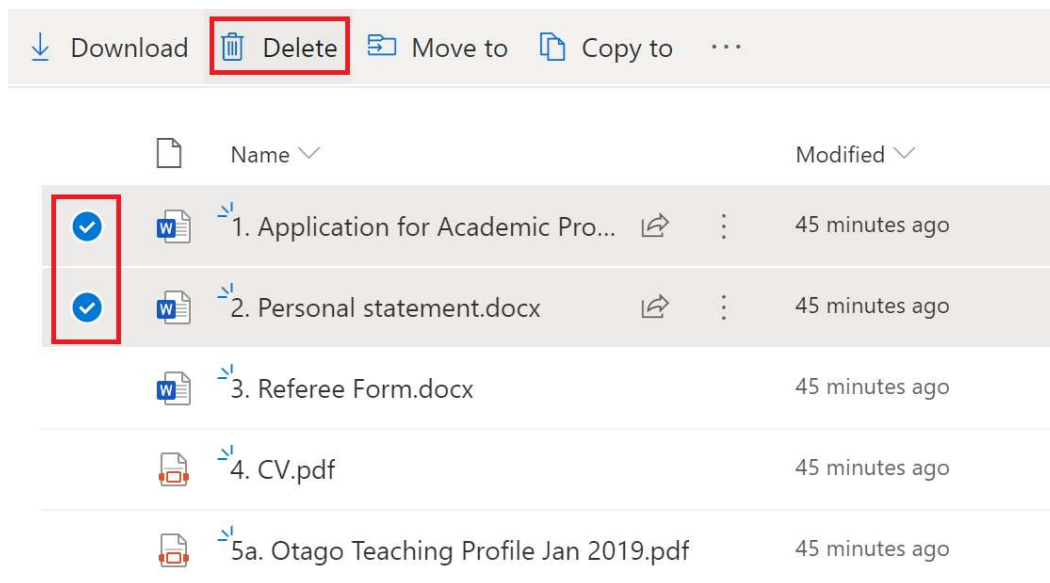
- select your files in Explorer and drag them into your folder; or
- select Upload > Files and select the files you want to upload from your system.

You can upload files individually or as a group.

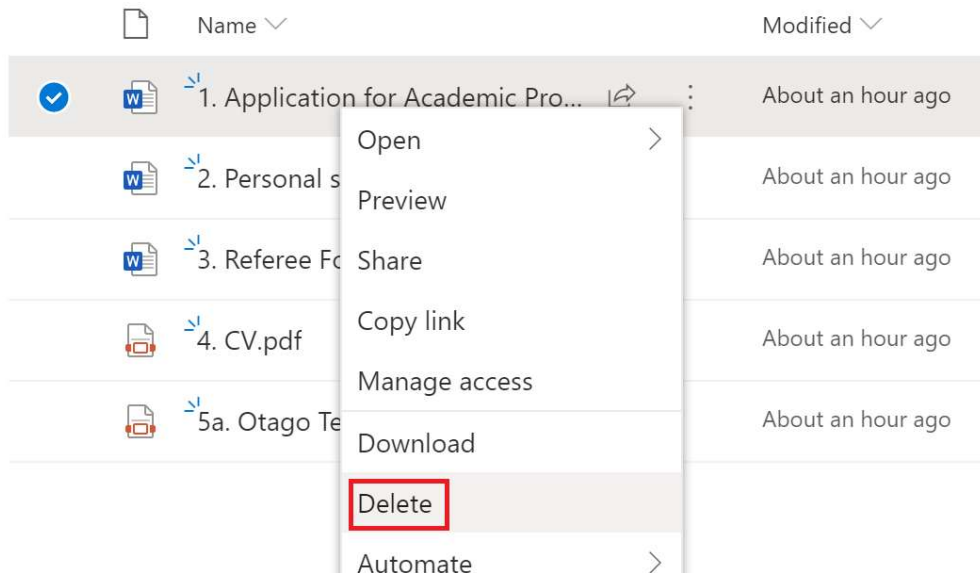


## Deleting Files

If you need to delete multiple files, select the files you want to delete and press 'Delete'.

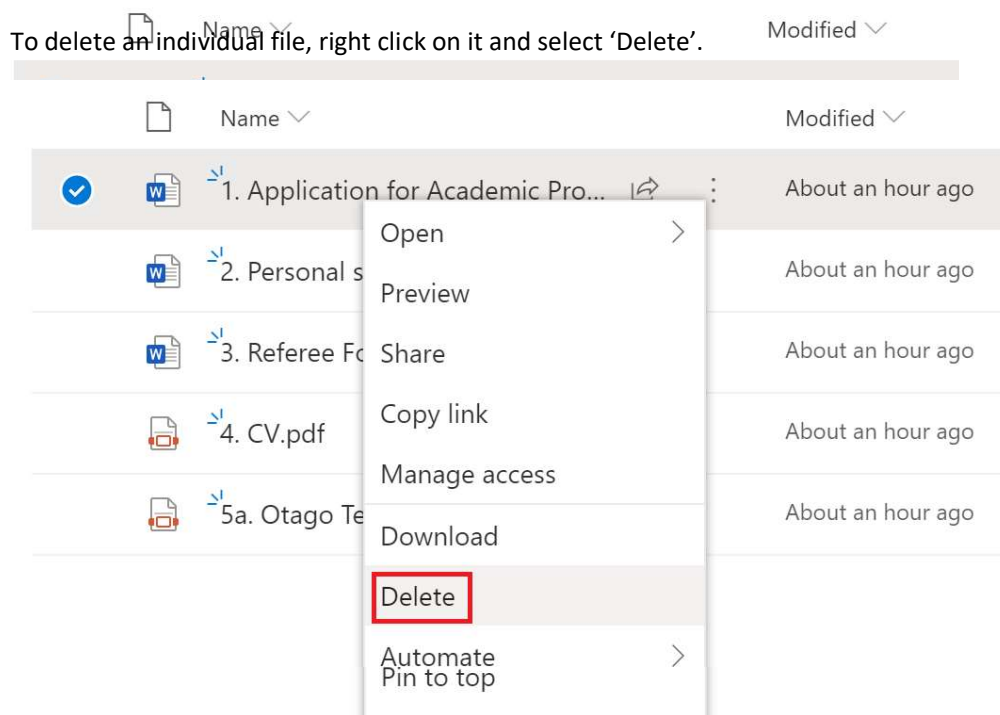


To delete an individual file, right click on it and select 'Delete'.



### Renaming Files

To rename a file, right click on it and select 'Rename'.



### Amending your files

Some file types, e.g. Word documents, will allow you to edit them in the browser by clicking on them. SharePoint will save any changes you make online.

Alternatively, you may feel more comfortable working on your file locally and then replacing the online version. You can do this by working on your file locally and then uploading it into SharePoint. If a version of the file already exists online, you will be prompted that this will be replaced by the newer version being uploaded.

## Document numbering for 2024 Academic Promotion application

Applicants must follow this numbering in the filenames of all documents uploaded.

Acceptable file types are .pdf, .doc, .docx, .xls, .xlsx

<b>1. Application form</b>	<b><u>All applicants</u></b>  e.g. 📎 1 application form evast64p.docx
<b>2. Personal statement</b> (limit 3 pages, 1.5 spacing, 12 font)	<b><u>All applicants</u></b>  e.g. 📎 2 personal statement evast64p.pdf
<b>3. Referees Form</b>	<b><u>Only applicants seeking promotion to Associate Professorial or Professorial level</u></b>
<b>4. Curriculum vitae in standard format</b>	<b><u>All applicants</u></b>
<b>5. Otago Teaching Profile</b> which includes:  5a. Self-Evaluation of Teaching Statement (limit 2 pages, 1.5 spacing, 12 font)  5b. Schedule of teaching responsibilities  5c. Reports from student evaluation questionnaires  5d. Reports from Coordinator/Team Leader Evaluation Questionnaires (optional)  5e. Teaching Context forms (optional)  5f. Record of Peer Review forms (optional)  5g. List of teaching documents on-call	<b><u>Applicants who teach</u></b>  The Otago Teaching Profile is submitted as one combined PDF,  e.g. 📎 5 Teaching Profile evast64p.pdf  Within the pdf, number each part of the Otago Teaching Profile separately, 5a, 5b, 5c etc  <a href="#">You may use Nitro to combine files into a pdf.</a>
<b>6. Copies of evaluative reviews</b> in the case of staff members who have published a book or evaluation reviews of artistic performances	<b><u>Optional</u></b>
<b>7. Evidence of acceptance</b> of publications	<b><u>Optional</u></b>
<b>8. Head of Department's confidential Assessment Statement</b>	<b><u>Emailed directly by the HoD to HR.</u></b>  <a href="mailto:academic.promotions@otago.ac.nz">academic.promotions@otago.ac.nz</a>
<b>On-call documents</b>  Create a folder named "On-call documents" and upload the on-call folder from your own computer.  This will ensure that on-call documents are readily available to the committees if requested.	

Further information:

phone 03 479 8255

email [academic.promotions@otago.ac.nz](mailto:academic.promotions@otago.ac.nz)

[Microsoft Teams](#)