

The background of the slide features a large, faint watermark of the Rutgers University seal. The seal is circular and contains the text "RUTGERS UNIVERSITY" around the perimeter and "1823" at the bottom. The seal is centered and overlaps the main text.

# RUTGERS

School of Arts and Sciences

## SAS Packet Depository System

Training Guide – *Department View*

April 2023

## Pre-System Process- Overview

- Collect and organize all documents
- Convert or physically scan documents to PDF's as drafts become final.

## Helpful Hints

- Make sure all documents that need to be uploaded are converted to PDF.
  - Do not upload Word documents into the depository.
  - Keep a copy of all the documents as a Word document just in case for Packet Corrections later on
- Scanned PDF vs Converted PDF
  - Converted = document modified from Word to Adobe PDF on your desktop
  - Scanned = document that was regularly scanned without the OCR software



## How to Create a PDF from a Word document?

### Option 1

#### Convert a Word document to PDF

- Open File → Click on File and Save As.
- After that, name your file and then under Save as type, select PDF (\*.pdf from the drop down menu).
- Once you have selected the PDF format, your file will automatically convert to a PDF file.

### Option 2

#### Use a program to convert to PDF

- Open File → Click on Print.
- After that, change the printer to any of the following PDF printers:
  - Adobe PDF
  - CutePDF Writer
  - Microsoft Print to PDF

## **Scan Document with Optical Character Recognition (OCR)**

- What is OCR technology?
  - When a document is physically scanned using the OCR scanner that enables the scanned document to be searchable. (Helpful for quotes)
  - Recommended for the outside LWs, and Department Narrative

Directions below are for use with the RICOH SAS IT supported machines:

- Step 1 • Select the *Scanner* Function
- Step 2 • Select the *Scan to OCR* option
- Step 3 • Next, place the document you wish to scan in the feeder and hit the *Start* button
- Step 4 • Hit the *Next* button – (a message will appear stating that the machine is recognizing the document)
- Step 5 • Put in your NetID
- Step 6 • After that, you will see a message: *Successfully Sent*. This means your document has been sent to the Scanned Document Retrieval System.
- Step 7 • Hit the *Done* button

For technical difficulties:

- Departments supported by SAS IT, put in a work-order (<https://sasit.rutgers.edu/workorder>)
- Departments not supported by SAS IT, contact your IT help desk

## How to retrieve the OCR document?

**RUTGERS**  
School of Arts and Sciences

Scanned Document Retrieval

WELCOME TO SCANNED DOCUMENT RETRIEVAL  
UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED  
PLEASE LOGIN WITH YOUR NetID

NET ID:   
PASSWORD:

© Rutgers University

**Sign into the Scanned Document Retrieval System**  
<https://secure.sas.rutgers.edu/apps/sdr>  
**Using your Rutgers NetID and password**

## How to retrieve the OCR document?

RUTGERS School of Arts and Sciences

Scanned Document Retrieval

Logged in as Heather Eng / [Logout](#)

[Copier Admin List](#) [Help Page](#)

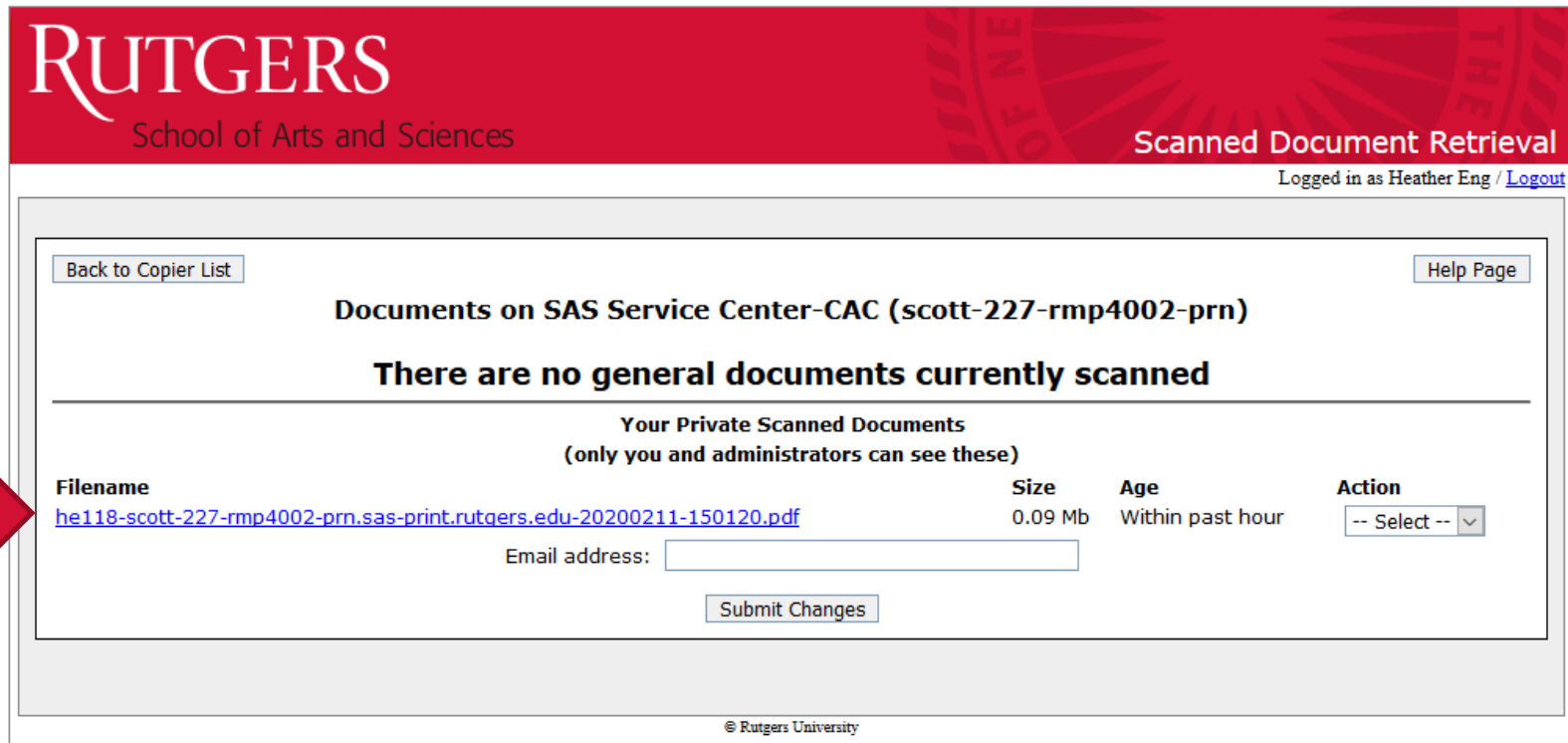
### Copier List

<u>Copier Name</u>	<u>Directory</u>	<u>Actions</u>
<a href="#">Public (No Confidential Files)</a>	public	<a href="#">View</a>
<a href="#">SAS Dean's Office 102A (Exec Dean)</a>	ham-102a-rmpc3002-prn	<a href="#">View</a>
<a href="#">SAS Dean's Office Rm 301B (Business Office)</a>	ham-301b-rmp4002-prn	<a href="#">View</a>
<a href="#">SAS Service Center-CAC</a>	scott-227-rmp4002-prn	<a href="#">View</a>

**Click on your assigned Copier on the Left. Contact SAS IT support staff for issues with your copier list.**

© Rutgers University

## How to retrieve the OCR document?



**RUTGERS**  
School of Arts and Sciences

Scanned Document Retrieval  
Logged in as Heather Eng / [Logout](#)

[Back to Copier List](#) [Help Page](#)

**Documents on SAS Service Center-CAC (scott-227-rmp4002-prn)**

**There are no general documents currently scanned**

**Your Private Scanned Documents**  
(only you and administrators can see these)

Filename	Size	Age	Action
<a href="#">he118-scott-227-rmp4002-prn.sas-print.rutgers.edu-20200211-150120.pdf</a>	0.09 Mb	Within past hour	-- Select --

Email address:

[Submit Changes](#)

© Rutgers University

**Click on the document you scanned, and download it to your computer.**



## Packet Flow Overview

- Helpful Hints
  - Once you have all your files as PDFs, upload the PDFs
  - Can upload up to 10 MB in each attempt on each page. (If you try more than 10 MB, you will get an error message.)
  - Must hit “Final Submit” to move packet from “Upload More Files” status to “In Review” status
- Department Edits after Submission – If Needed:
  - SAS Office of Human Resources (Academics) personnel may “unlock” specific forms if revisions are needed.
  - Must re-upload any forms you revise as a PDF.
  - Once all edits are done, click the “Final Submit” button on the last page to move from “Dept. unlocked” status to Dean’s Office status.

## Accessing the Packet Depository System

- Use this website and sign in with your NetID and password:  
<https://secure.sas.rutgers.edu/apps/packet/>

The screenshot shows the login interface for the Packet Promotion System. At the top left is the Rutgers School of Arts and Sciences logo. At the top right is the text 'SAS Central Authentication'. The main content area is a white box with a red header that reads 'School of Arts and Sciences Central Authentication Service'. Below this, the text 'PACKET PROMOTION SYSTEM' is displayed in blue. A red warning message states 'UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED' followed by 'PLEASE LOGIN WITH YOUR NET ID'. Below this is a yellow box with the text 'YOU HAVE BEEN LOGGED OUT'. At the bottom, there are two input fields: 'Net ID:' and 'Password:'. A red 'Log In' button is positioned below the password field. The footer of the page reads '© Rutgers University'.

## Packet Main Listing- Department View

**RUTGERS**  
School of Arts and Sciences

Packet Depository System

Logged in as [redacted] Logout

[Create New Submission](#)

### Packet Main Listing

Name	Dept.	Proposed Rank	Action	Options
<small>last_name, first_name</small>				
	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Africana Studies	Associate Professor	Promotion with tenure	In Review
	SAS - Africana Studies	Assistant Professor	Promotion	<a href="#">Upload More Files</a>
	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
	SAS - AMESALL	Assistant Professor	Reappointment	<a href="#">Upload More Files</a>
	SAS - AMESALL	Assistant Professor	Reappointment	<a href="#">Upload More Files</a>
	SAS - Anthropology	Assistant Professor	Reappointment	In Review
	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Chemistry and Chemical Biology	Associate Professor	Promotion with tenure	In Review
	SAS - Chemistry and Chemical Biology	Professor I	Promotion	In Review
	SAS - Chemistry and Chemical Biology	Assistant Professor	Reappointment	In Review
	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	In Review
	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
	SAS - Chemistry and Chemical Biology	Professor I	Promotion	<a href="#">Upload More Files</a>

Start uploading parts of the packet

Packet in Dean's Office Queue

Packet in Department Queue – new submission or returned for changes.

[Back To List](#)

[Go To Packet View](#)

Use to go to Packet Main Listing OR Packet List of Documents View

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:

Candidate's First Name:

Proposed Rank:

Candidate's Department:

Secondary Department:

Proposed Action:

#### Remand Instructions [Scanned With OCR]

Scan remand instructions and upload to depository.

No file selected.

#### Form 1-a/II-1 (minus signature page) [Converted]

Convert Form 1-a/II-1 to PDF on your computer and upload to depository.

No file selected.

#### Form 1-a/II-1 (signature page) [Scanned With OCR]

Scan signature page ONLY of Form 1-a/II-1 and upload to depository.

No file selected.

#### Form 2 [Scanned With OCR]

Scan signed Form 2 and upload to depository.

No file selected.

- Use to upload PDFs in the appropriate spots.
- Once a packet is submitted to the Dean's Office the "browse" and upload functionality will be replaced by the following statement "This form has been locked and is under review."
- If parts or all of the packet forms are returned to the department for editing after the initial submission, departments will be able to view, edit and delete forms that have been unlocked.

[Back To Packet Main Listing](#) [Upload More Files](#)

### List of Documents

**Packet Name:** last\_name, first\_name    **Cycle:** Current  
**Primary Dept.:** SAS - Africana Studies    **Secondary Dept.:** (None)  
**Proposed Rank:** Assistant Professor    **Proposed Action:** Promotion with tenure

Type	Filename
Remand Instructions	<a href="#">last_name SAS - Africana Studies Remand Instr.pdf</a>
Form 1-a/II-1 (minus signature page)	<a href="#">last_name SAS - Africana Studies 1A.pdf</a>
Form 1-a/II-1 (signature page)	<a href="#">last_name SAS - Africana Studies 1A SignPg.pdf</a>
Form 2	<a href="#">last_name SAS - Africana Studies 2.pdf</a>
Form 3	<a href="#">last_name SAS - Africana Studies 3.pdf</a>
Sample Letter	<a href="#">last_name SAS - Africana Studies SampleLetter.pdf</a>
Form 3-a / Letters	# 1: <a href="#">last_name SAS - Africana Studies 3a LW 1.pdf</a>
Department Narrative	<a href="#">last_name SAS - Africana Studies 4.pdf</a>
Reading Committee Report	<a href="#">last_name SAS - Africana Studies ReadingComm.pdf</a>
Secondary Department Report	<a href="#">last_name SAS - Africana Studies SecondaryRpt.pdf</a>
Liberal Arts College Dean Report	<a href="#">last_name SAS - Africana Studies CollDeanRpt.pdf</a>
Addtl	# 1: <a href="#">last_name SAS - Africana Studies Addtl 1.pdf</a>
Personal Statement	<a href="#">last_name SAS - Africana Studies PersStatmt.pdf</a>
CV	<a href="#">last_name SAS - Africana Studies CV.pdf</a>
Inventory Listing of Supplemental Materials (without signatures)	<a href="#">last_name SAS - Africana Studies Inventory.pdf</a>
Inventory Listing of Supplemental Materials (with signatures)	<a href="#">last_name SAS - Africana Studies Inventory SignPg.pdf</a>
Supplemental Materials	# 1: <a href="#">last_name SAS - Africana Studies Support 1.pdf</a>

[Download All Packet Files \(Single PDF File\)](#)

### Packet Comments Form

**NOTE:** Please make sure that, when entering a comment in this form, that you click the button to submit no later than 1 hour after when you came to this page. After that time your login will "timeout" and submitting will take you back to the login screen, and you will lose your entered comment.

Comments:

### Narrative & Packet Comments

13

Name	Entry Time	Comments/Document Link
Stephen Goldklank	2013-10-02 15:09:56	Test comment

To return to the Packet Main Listing or upload more files

Depts can communicate with the Dean's Office within the system.

Email notification when comments are entered by Dean's office to dept users. Comments from and to the Dean's office will appear here.

## Creating a New Submission

Create New Submission

### Packet Main Listing

Name	Dept.	Proposed Rank	Action	Options
<a href="#">last_name, first_name</a>	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
<a href="#">OCR_Testing</a>	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Associate Professor	Promotion with tenure	In Review
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
[redacted]	SAS - AMESALL	Assistant Professor	Reappointment	<a href="#">Upload More Files</a>
[redacted]	SAS - AMESALL	Assistant Professor	Reappointment	<a href="#">Upload More Files</a>
[redacted]	SAS - Anthropology	Assistant Professor	Reappointment	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Associate Professor	Promotion with tenure	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Professor I	Promotion	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Reappointment	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Professor I	Promotion	<a href="#">Upload More Files</a>

Start uploading parts of the packet

## System Process- Create New Submission

[Back To List](#) [Go To Packet View](#)

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:

Candidate's First Name:

Proposed Rank:

Candidate's Department:

Secondary Department:

Proposed Action:

**Remand Instructions [Scanned With OCR]**  
Scan remand instructions and upload to depository.

**Form 1-a/II-1 (minus signature page) [Converted]**  
Convert Form 1-a/II-1 to PDF on your computer and upload to depository.

**Form 1-a/II-1 (signature page) [Scanned With OCR]**  
Scan signature page ONLY of Form 1-a/II-1 and upload to depository.

**Form 2 [Scanned With OCR]**  
Scan signed Form 2 and upload to depository.

[Save and Return to Later](#) [Next Page](#)

1. Enter the Candidate's Last Name
2. Enter the Candidate's First Name
3. Choose Candidate's Proposed Rank
4. Select Candidate's Dept and Secondary Dept, if applicable.
5. Select a proposed Action:
  - Promotion with Tenure
  - Promotion
  - Appointment with tenure
  - Reappointment
  - Tenure only

## System Process- Creating a New Submission

[Back To List](#) [Go To Packet View](#)

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

**Candidate's Last Name:**

**Candidate's First Name:**

**Proposed Rank:**

**Candidate's Department:**

**Secondary Department:**

**Proposed Action:**

**Remand Instructions [Scanned With OCR]**  
Scan remand instructions and upload to depository.  
 No file selected.

**Form 1-a/II-1 (minus signature page) [Converted]**  
Convert Form 1-a/II-1 to PDF on your computer and upload to depository.  
 No file selected.

**Form 1-a/II-1 (signature page) [Scanned With OCR]**  
Scan signature page ONLY of Form 1-a/II-1 and upload to depository.  
 No file selected.

**Form 2 [Scanned With OCR]**  
Scan signed Form 2 and upload to depository.  
 No file selected.

[Save and Return to Later](#) [Next Page](#)

**Remand Instructions-**  
Academic Personnel will let the department know beforehand if it is a remanded packet. You will be given special instructions from Academic Personnel if your packet fits this category. If you do not know, please check with Academic Personnel before uploading.



## System Process- Creating a New Submission

[Back To List](#) [Go To Packet View](#)

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

**Candidate's Last Name:**

**Candidate's First Name:**

**Proposed Rank:**

**Candidate's Department:**

**Secondary Department:**

**Proposed Action:**

**Remand Instructions [Scanned With OCR]**  
Scan remand instructions and upload to depository.  
 No file selected.

**Form 1-a/II-1 (minus signature page) [Converted]**  
Convert Form 1-a/II-1 to PDF on your computer and upload to depository.  
 No file selected.

**Form 1-a/II-1 (signature page) [Scanned With OCR]**  
Scan signature page ONLY of Form 1-a/II-1 and upload to depository.  
 No file selected.

**Form 2 [Scanned With OCR]**  
Scan signed Form 2 and upload to depository.  
 No file selected.

### Special Note for the Form 1a:

- Upload the form and the signature page separately
- Form 1-a (without signature page) should be converted to a PDF. Converting a PDF will keep URL's in the form clickable for future levels of review.
- Form 1-a (signature page) should be scanned with OCR as a separate PDF

## System Process- Creating a New Submission

[Back To List](#) [Go To Packet View](#)

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:

Candidate's First Name:

Proposed Rank:

Candidate's Department:

Secondary Department:

Proposed Action:

**Remand Instructions [Scanned With OCR]**  
Scan remand instructions and upload to depository.  
 No file selected.

**Form 1-a/II-1 (minus signature page) [Converted]**  
Convert Form 1-a/II-1 to PDF on your computer and upload to depository.  
 No file selected.

**Form 1-a/II-1 (signature page) [Scanned With OCR]**  
Scan signature page ONLY of Form 1-a/II-1 and upload to depository.  
 No file selected.

**Form 2 [Scanned With OCR]**  
Scan signed Form 2 and upload to depository.  
 No file selected.

### Special Note for the Form 1a:

- Upload the form and the signature page separately
- Form 1-a (without signature page) should be converted to a PDF. Converting a PDF will keep URL's in the form clickable for future levels of review.
- Form 1-a (signature page) should be scanned with OCR as a separate PDF

[Back To List](#) [Go To Packet View](#)

Update Successful

Will appear if you make a successful change in system

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:

Candidate's First Name:

Proposed Rank:

Candidate's Department:

Secondary Department:

Proposed Action:

#### Form 3 [Converted]

Convert Form 3 to PDF on your computer and upload to depository.

No file selected.

#### Sample Letter [Converted]

Convert Sample Letter to PDF on your computer and upload to depository.

No file selected.

#### Form 3-a / Letters [Scanned With OCR]

Scan each Form 3-a and relevant letter. Upload each Form 3-a and letter as a combined document to depository. Upload letters in the order listed on Form 3.

#1:  No file selected.

#2:  No file selected.

#3:  No file selected.

#4:  No file selected.

#5:  No file selected.

#6:  No file selected.

#7:  No file selected.

#8:  No file selected.

#9:  No file selected.

If you need to upload more than 9 letters, press Click to Input more letters

[Click to Input More Letters](#)

- Continue to upload documents to the system
  - Form 3 [Converted]
  - Sample Letter [Converted]- this letter is the “official solicitation letter”
  - Form 3-A/Letters [Scanned with OCR]
    - For the letters, please put the Form 3-A cover sheets before each letter
    - Put the letters in the same order as what is listed on the Form 3
- Press the “Save and Return to Later” before moving on

[Back To List](#) [Go To Packet View](#)

Update Successful

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:   
Candidate's First Name:   
Proposed Rank:   
Candidate's Department:   
Secondary Department:   
Proposed Action:

#### Department Narrative [Scanned With OCR]

Scan signed department narrative and upload to depository.

No file selected.

#### Reading Committee Report [Scanned With OCR]

Scan signed reading committee report and upload to depository.

No file selected.

#### Secondary Department Report [Scanned With OCR]

Scan signed secondary department report and upload to depository.

No file selected.

#### Liberal Arts College Dean Report [Scanned With OCR]

Scan signed liberal arts college dean report and upload to depository.

No file selected.

#### Addtl [Scanned With OCR]

Scan additional reports/documents if needed in additional spots.

#1:  No file selected.

#2:  No file selected.

#3:  No file selected.

#4:  No file selected.

[Save and Return to Later](#) [Previous Page](#) [Next Page](#)

- Continue to upload documents to the system
  - Department Narrative [Scanned with OCR]
  - Reading Committee Report [Scanned with OCR]
  - Secondary Department Report [Scanned with OCR]
  - Additional [Scanned with OCR]
- Press the “Save and Return to Later” before moving on

Back To List   Go To Packet View

Update Successful

### Upload Promotion/Appointment with Tenure/Reappointment Pa

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. Files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are in color and white or grayscale to ensure they are not too big.

Candidate's Last Name:

Candidate's First Name:

Proposed Rank:

Candidate's Department:

Secondary Department:

Proposed Action:

**Personal Statement [Converted or Scanned With OCR]**  
Scan/convert personal statement as appropriate and upload to depository. Converted files are preferred.  
 No file selected.

**CV [Converted or Scanned With OCR]**  
Scan/convert CV as appropriate and upload to depository. Converted files are preferred.  
 No file selected.

**Inventory Listing of Supplemental Materials (without signatures) [Converted]**  
Convert Inventory Listing and upload to depository.  
 No file selected.

**Inventory Listing of Supplemental Materials (with signatures) [Scanned With OCR]**  
Scan Inventory Listing and upload to depository.  
 No file selected.

**Supplemental Materials [Converted or Scanned With OCR]**  
Scan/convert support documents, if you wish. Converted files are preferred.

#1:  No file selected.

#2:  No file selected.

#3:  No file selected.

#4:  No file selected.

#5:  No file selected.

[Click to Input More Support Documents](#)

- Continue to upload documents to the system
  - Personal Statement [Converted or Scanned with OCR] **\*This is not mandatory, but it is highly encouraged to have.**
  - CV [Converted or Scanned with OCR]



- Inventory Listing of Supplemental Materials (Uploaded Twice)
  - Inventory Listing of Supplemental Materials (without signatures) should be converted to a PDF. Converting to PDF will keep the URL's clickable for future levels of review
  - Inventory Listing of Supplemental Materials (with signatures) should be scanned with OCR through a printer as a separate PDF with the signatures.



[Back To List](#) [Go To Packet View](#)

Update Successful

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:   
Candidate's First Name:   
Proposed Rank:   
Candidate's Department:   
Secondary Department:   
Proposed Action:

#### Personal Statement [Converted or Scanned With OCR]

Scan/convert personal statement as appropriate and upload to depository. Converted files are preferred.

No file selected.

#### CV [Converted or Scanned With OCR]

Scan/convert CV as appropriate and upload to depository. Converted files are preferred.

No file selected.

#### Inventory Listing of Supplemental Materials (without signatures) [Converted]

Convert Inventory Listing and upload to depository.

No file selected.

#### Inventory Listing of Supplemental Materials (with signatures) [Scanned With OCR]

Scan Inventory Listing and upload to depository.

No file selected.

#### Supplemental Materials [Converted or Scanned With OCR]

Scan/convert support documents, if you wish. Converted files are preferred.

#1:  No file selected.

#2:  No file selected.

#3:  No file selected.

#4:  No file selected.

#5:  No file selected.

[Click to Input More Support Documents](#)

- Supplemental Materials
  - Can be submitted in hardcopy or uploaded
  - Please keep the order you upload the supplemental materials the same as the order on the Inventory Listing.
- If you need to upload more materials, please click on the input more support documents.
- It is recommended to only do 5-8 documents at a time due to the maximum size upload is 10MB each time.

## System Process – Final Check

- Before submitting the online packet to the SAS Dean's Office, make sure that the following forms have been uploaded in the depository
- ***Mandatory:***
  - Form 1-a/II-1 (minus signature page)
  - Form 1-a/II-1 (signature page)
  - Form 2
  - Form 3
  - Sample Letter
  - All Form 3a cover Sheets/Letter (minimum 7 for promotion for tenure/tenure-track faculty)
  - Department narrative
  - CV
  - Inventory Listing of Supplemental Materials (without signatures)
  - Inventory Listing of Supplemental Materials (with signatures)

[Back To List](#) [Go To Packet View](#)

Update Successful

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:

Candidate's First Name:

Proposed Rank:

Candidate's Department:

Secondary Department:

Proposed Action:

#### Personal Statement [Converted or Scanned With OCR]

Scan/convert personal statement as appropriate and upload to depository. Converted files are preferred.

No file selected.

#### CV [Converted or Scanned With OCR]

Scan/convert CV as appropriate and upload to depository. Converted files are preferred.

No file selected.

#### Inventory Listing of Supplemental Materials (without signatures) [Converted]

Convert Inventory Listing and upload to depository.

No file selected.

#### Inventory Listing of Supplemental Materials (with signatures) [Scanned With OCR]

Scan Inventory Listing and upload to depository.

No file selected.

#### Supplemental Materials [Converted or Scanned With OCR]

Scan/convert support documents, if you wish. Converted files are preferred.

#1:  No file selected.

#2:  No file selected.

#3:  No file selected.

#4:  No file selected.

#5:  No file selected.

[Click to Input More Support Documents](#)

- When you're ready to submit the online packet to the Dean's office, click this button. You will not have access to change anything unless you reach out to a SAS-Office of Human Resources (Academics) to unlock the packet for you.



## Edits after Submission to Dean's Office

Create New Submission

### Packet Main Listing

<u>Name</u>	<u>Dept.</u>	<u>Proposed Rank</u>	<u>Action</u>	<u>Options</u>
<a href="#">last_name, first_name</a>	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Associate Professor	Promotion with tenure	In Review
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
[redacted]	SAS - Africana Studies	Assistant Professor	Promotion with tenure	In Review
[redacted]	SAS - AMESALL	Assistant Professor	Reappointment	<a href="#">Upload More Files</a>
[redacted]	SAS - AMESALL	Assistant Professor	Reappointment	<a href="#">Upload More Files</a>
[redacted]	SAS - Anthropology	Assistant Professor	Reappointment	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Associate Professor	Promotion with tenure	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Professor I	Promotion	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Reappointment	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	In Review
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Assistant Professor	Promotion with tenure	<a href="#">Upload More Files</a>
[redacted]	SAS - Chemistry and Chemical Biology	Professor I	Promotion	<a href="#">Upload More Files</a>

- In some cases, SAS-HR may “unlock” parts of a packet to be edited after an initial dean’s office review.
- Packets in dept queue that have “Upload More Files” indicated in the Options column are either initial submissions or those that have been “unlocked” for changes.
- To access files to make edits:
  - Click on the Person’s name.
  - This takes you to the “List of Documents”
  - You will find Dean’s Office comments of items that need editing.

## System Process-Edits after Submission to Dean's Office

[Back To List](#) [Go To Packet View](#)

### Upload Promotion/Appointment with Tenure/Reappointment Packet

Please enter the information on this page for the candidate, and use the file upload boxes to select files for uploading. NOTE: All new files uploaded from this section of the upload form must have a total combined size of 10 MB or less. Please make sure all PDFs are saved in black and white or greyscale to ensure they are not too big.

Candidate's Last Name:

Candidate's First Name:

Proposed Rank:

Candidate's Department:

Secondary Department:

Proposed Action:

Remand Instructions [Scanned With OCR]  
This form has been locked and is under review.

Form 1-a/II-1 (minus signature page) [Converted]  
This form has been locked and is under review.

Form 1-a/II-1 (signature page) [Scanned With OCR]  
This form has been locked and is under review.

Form 2 [Scanned With OCR]  
Scan signed Form 2 and upload to depository.

No file chosen [View File](#) [Delete File](#)

- Making Edits cont'd
  - In this example, the Dean's office has "unlocked" the Form 2 for editing. Department can browse to upload the corrected version of the form.
  - Please remember to scroll to the final page once all edits have been made to re-submit the packet to the Dean's office for review.

## Questions?

**Dale Koznecki**

([dkoznecki@sas.rutgers.edu](mailto:dkoznecki@sas.rutgers.edu) or 848-932-6442)

**Tamara Pakela**

([tpakela@sas.rutgers.edu](mailto:tpakela@sas.rutgers.edu) or 848-932-6458)

**Kisha Phillips**

([kphillips@sas.rutgers.edu](mailto:kphillips@sas.rutgers.edu) or 848-932-6427)