

# UGA Promotion & Tenure and Special Professorship/Award Electronic Dossier Submission Procedures

## Instructions for School/College Secure Upload via [eLearning Commons](#) (eLC)

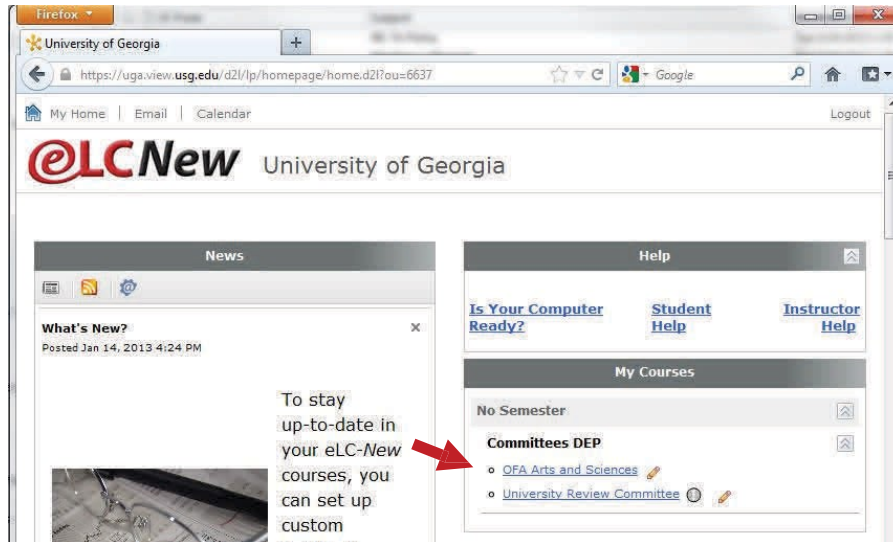
1. CREATE PDF FILE FOR EACH DOSSIER: Create one pdf file for each candidate's dossier. All P&T dossier sections should be present and in the order specified in the electronic dossier checklist. The file should be named using the following naming structure, with underscores in place of spaces: [lastname firstname abbreviation.pdf](#), per 2nd column below.

Examples: Moore\_Tina\_asop\_tenure.pdf, Brown\_Ann\_prof.pdf, and Smith\_John\_regents\_prof.pdf)

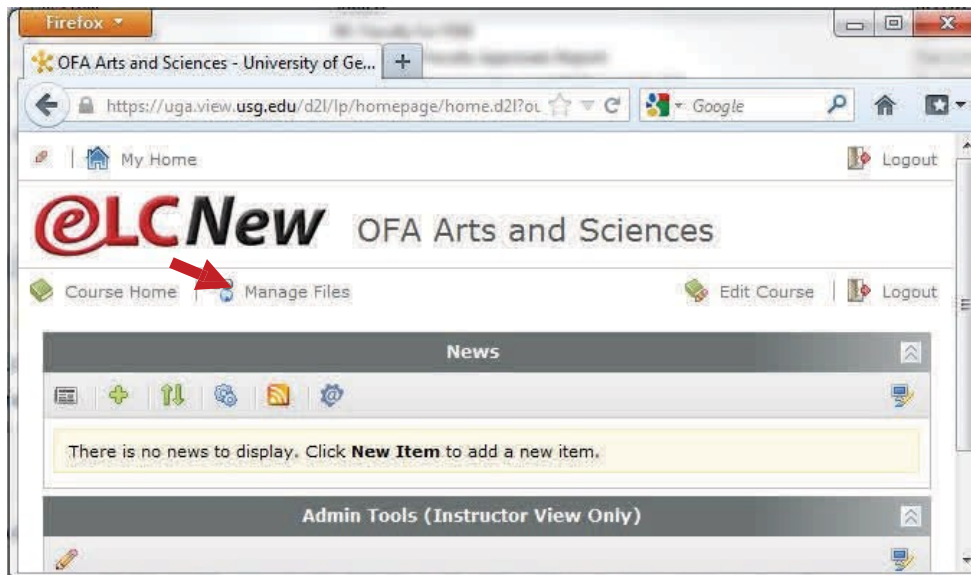
TYPE OF REQUEST	ABBREVIATION FOR FILENAME
Associate Professor with Tenure	asop_tenure
Associate Professor (promotion only)	asop
Professor with Tenure	prof_tenure
Professor (promotion only)	prof
Tenure only	tenure
Clinical Associate Professor	clinical_asop
Clinical Professor	clinical_prof
Senior Lecturer	sr_lecturer
Academic Professional	acad_prof
Senior Academic Professional	sr_acad_prof
Regents Professorship Nominee	regents_prof
University Professorship Nominee	univ_prof
Meigs Professorship Nominee	meigs_prof
Russell Award Nominee	russell

2. Go to the eLC homepage at <https://uga.view.usg.edu/> and login using your UGA MyID and Password.

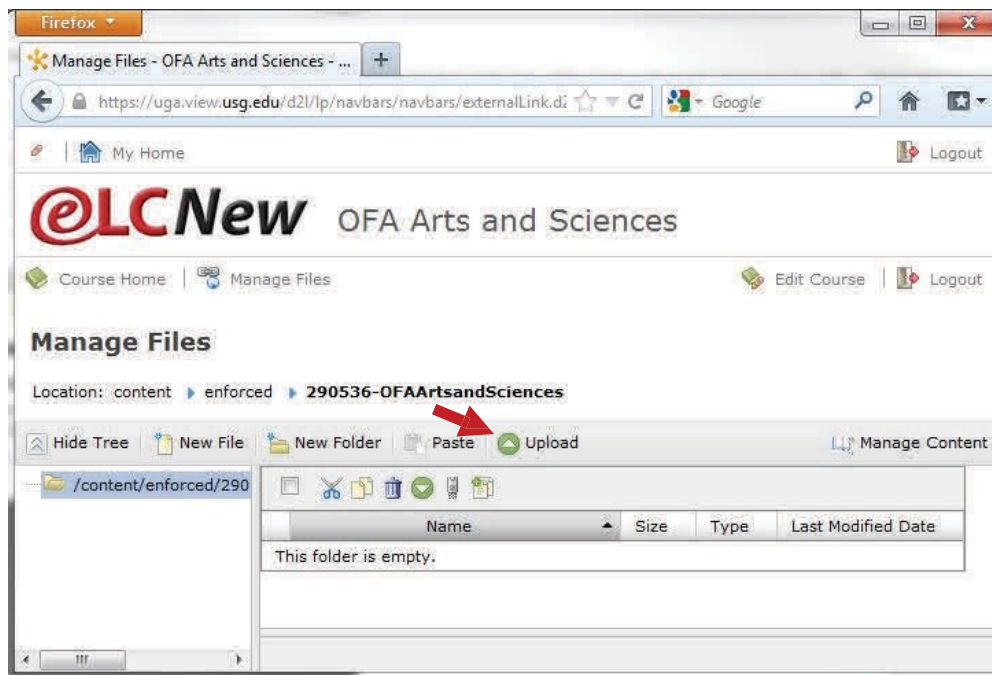
3. SELECT SCHOOL/COLLEGE OFA COURSE: OFA has created a “course” site for each school/college for secure file upload. Choose your School/College’s secure file upload site from “My Courses”: For demonstration, we will use Arts & Sciences’ course site: “OFA Arts and Sciences”



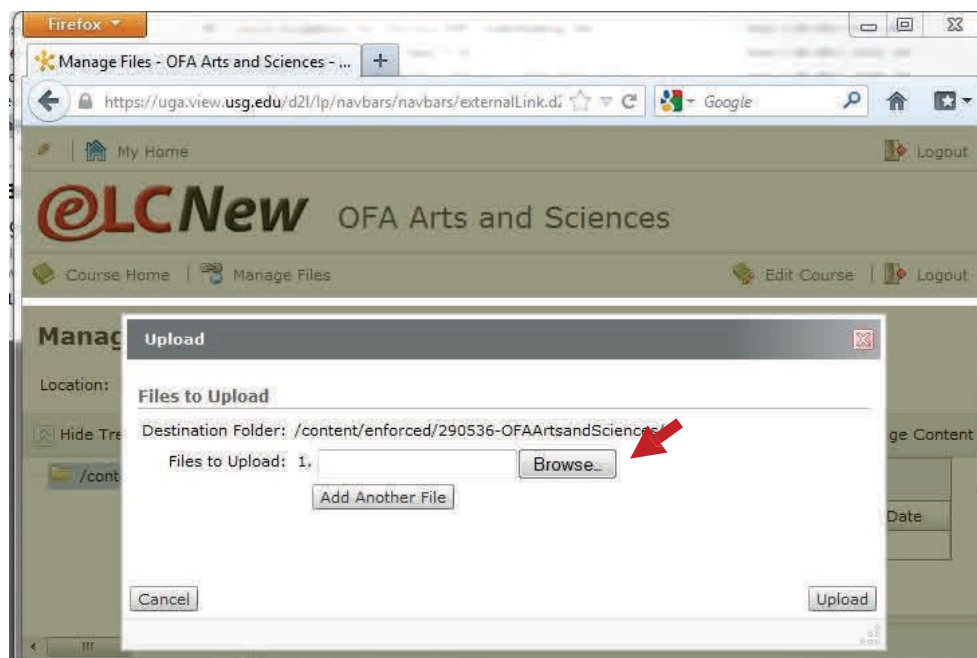
4. SELECT **MANAGE FILES**: From the Course Homepage, select “Manage Files” from the top left menu



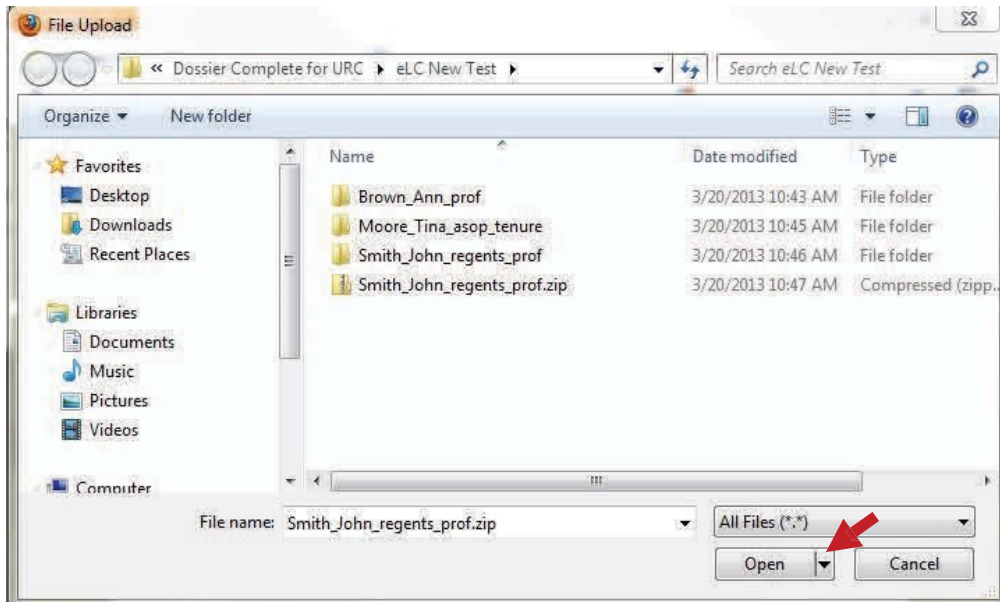
5. SELECT **UPLOAD**: To upload or replace individual pdf files.



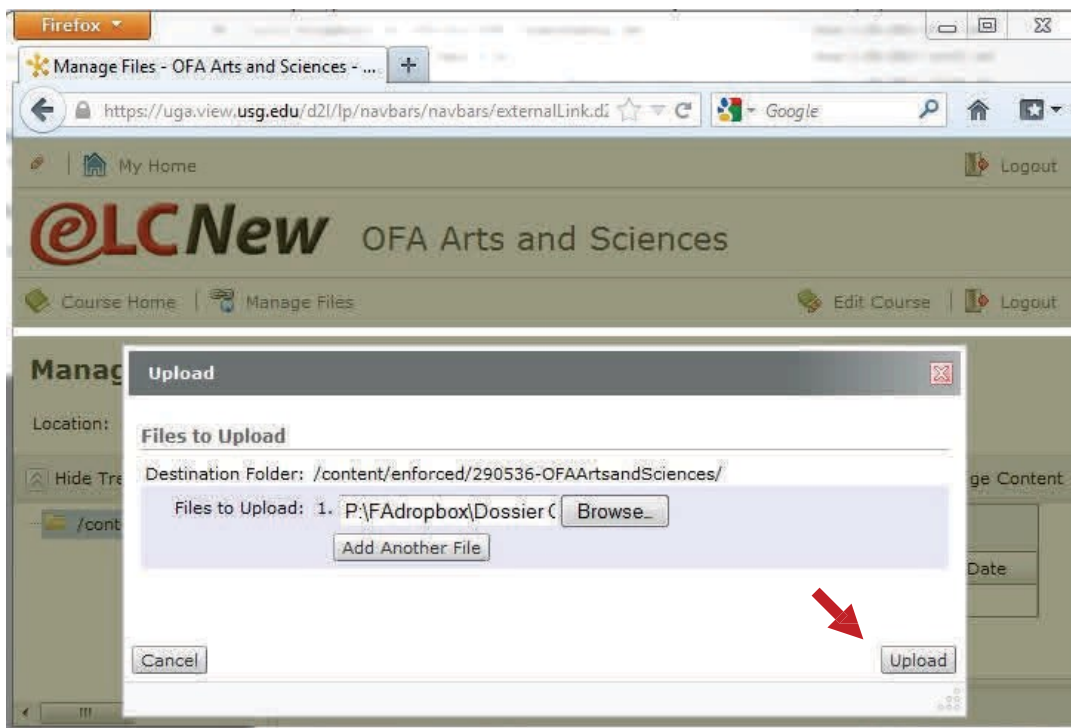
6. BROWSE TO LOCATE INDIVIDUAL DOSSIER PDF FILES ON YOUR OWN COMPUTER



7. SELECT THE FILE AND CHOOSE OPEN:



8. CHOOSE **UPLOAD**:



9. FILES NOW UPLOADED TO eLC: You can click on the file name in left column and files are displayed in right column.