

PTR Instructions

1. The PTR form – available at <https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment/>
 - a. Complete page 1; complete Section 1 (A-C), Complete Section 2 (A-E); Section 4 (A-D – further notes below on this section)
 - b. Sign section E electronically. If you don't have an electronic signature, see Sirrah Galligan and we can create a JPEG version of your signature that you can paste into the Word Document
 - c. Upload entire document (even the sections you did not complete) to PTR file on One Drive as a Word Document (please do not upload as a PDF).
2. CV:
 - a. I have saved in the CV folder your CV from last year. If this is still accurate you can leave it as is. If your CV has changed, please delete the old CV and upload a new CV.
3. Supporting Materials:
 - a. Supporting materials should be listed on the PTR form Section 4-A in a list format following the naming convention below
 - b. The materials you list should then be individually uploaded to the OneDrive.
 - c. Use the following naming convention for the list of supporting materials you write into Section 4-A as well as the name you used to save each file that you upload to the One Drive folder:
 - i. 1. NAME OF DOCUMENT – SEMESTER & YEAR
 - ii. 2. NAME OF DOCUMENT - SEMESTER & YEAR

Examples:

 1. Grant award letter Spring 2017
 2. Teaching Observation Fall 2016

The more descriptive you can be in your file name the more helpful it is to reviewers.

 - d. I have a copy of you offer letter so you do not need to include this.
 - e. I have a copy of previous correspondence from the Dean's office so you do not need to include this.
4. SETs
 - a. IMPORTANT – The dean and provosts office only wants page 1 & 2 of your SETs. Do not download your SET results and upload all 11 pages of the SET. I have left all SETs uploaded from last year in your OneDrive folder. You should only need to add SETs for the last academic year.
 - i. To save just page 1&2 of your SETs, download the file, click the Print icon, change printer name to "Print to PDF", change page range to Pages 1 to 2, and click OK. This will then bring up a pop up window that will ask you to name your file and will save it to whatever location you would like as a PDF. You can then drag and drop into your OneDrive folder.
 - ii. Please label SETs as:
 1. Semester, SLHS XXXX, SET
 - a. Example: Fall 2015, SLHS 6368, SET