Promotion and Tenure Online Reviewing Platform (PTORP) Manual for Reviewers

Resources and Useful Information

- Office of the Vice Provost for Faculty Affairs, Promotion and Tenure Website: http://vpaa.psu.edu/promotion-and-tenure/
- Promotion and Tenure Online Reviewing Platform Website: https://app.ohr.psu.edu/promotion_tenure
- Within the platform, the Resources tab contains additional information
- All content (candidates and documents) is purged from the system on August 1 of each year
- PTORP is compatible with all browsers EXCEPT versions of Internet Explorer older than 10.0

Log In to the Online Reviewing Platform

1. Launch a web browser and navigate to https://app.ohr.psu.edu/promotion_tenure

![Promotion & Tenure Online Reviewing Platform](image)

2. Click the Log-In to Promotion and Tenure button and login using your Web Access ID and Two-Factor Authentication

![WebAccess Log-in](image)
View a Dossier

1. Click on **Reviewers**. You will see a list of the candidates that you have access to view. (Note: If the candidate’s dossier IS NOT open to you for review at this time, the **Review** button will not be available and the **Viewing Status** will be **Closed**.)

2. If you have multiple candidates to review you can sort your list. Click on the table columns to sort. Use ‘shift’ to sort on multiple columns.

3. If the candidate’s dossier IS open to you for review, the **Viewing Status** will be **Open** and the **Review** button will be available.

4. Click on the **Review** button to the right of the candidate’s name.

5. The **View Dossier** screen will be shown. You will see a list of all the documents that comprise the P&T dossier. There are six sections – some sections contain a number of documents:
   1. P&T FORMS/BIO/BUDGET/CRITERIA/NARRATIVE/CAND SIG PAGE
   2. TEACHING & LEARNING/LIBRARIANSHIP/PATIENT CARE
   3. RESEARCH & CREATIVE ACCOMPLISHMENTS
   4. SERVICE
   5. EXTERNAL LETTERS
   6. EVALUATIVE STATEMENTS/INTERNAL LETTERS
6. You can view documents in different ways:
   a. individual documents (View Documents)
   b. a section of documents (View Entire Section)
   c. the entire dossier (View Entire Candidate Dossier).

7. The View Documents button opens the individual document listed in the browser window.

8. The View Entire Section button combines all of the documents listed in a section and opens them in one document in the correct order in the browser window.

9. The View Entire Candidate Dossier button combines all of the documents in the dossier and opens them in one document in the correct order in the browser window. Note that viewing the entire dossier may take a few moments to load.

10. Fixed Term Promotion - an additional section for Fixed Term Faculty Promotion Dossiers appears at the bottom of the list as Section 7. This section is ONLY used for Fixed Term (Non Tenure Track) Faculty. If you are reviewing a promotion dossier for a fixed term faculty member you will find the entire dossier uploaded here as a single document. If you are reviewing a promotion dossier for a Tenured or Tenure Track faculty member, please ignore this section.

Note: All files are PDF and can be opened with Adobe Reader. When opening and reviewing documents, please be sure to follow best practices for the confidentiality of the documents. Please note the Important Reminder in the blue box at the top of each View Dossier screen.