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## Office of the Provost and Executive Vice Chancellor

311 Signers' Hall, P.O. Box 757580, Fairbanks, Alaska 99775-7580

### **Promotion and/or Tenure File Organization Workshop**

**May 3, 2021**

**10:00 – 11:30 a.m.**

**[Livestream Link](#)**

1. Guidelines - **Jen Hoppough**
  - Provost's Office Website: [Promotion, Tenure, and Evaluation](#)
  - What to expect from the start of the process (May 2021- May 2022)
    - [Timeline](#) of the P/T Process - Deadlines
  - Types of Reviews' Templates
    - [4th Year Pre-Tenure](#)
    - [Promotion and/or Tenure](#)
    - [Promotion Only](#)
    - [Tenure Only](#)
    - [Post-Tenure](#)
    - [Candidate Response Letter Templates](#)
2. OIT: Downloading Adobe Pro on your PC or Mac – **Colin Murray**
  - MacOS – Adobe PDF License Information
3. PDF File Structure: How to Create Bookmarks – **Madara Mason**
  - Table of Contents: How to Organize Your Files
4. Faculty180 and Comprehensive Activity Report - **Michelle Strickland**
5. Reviewers and their suggestions – **Jen Hoppough**
6. Questions and Answers Session

**Submit Questions During the Livestream [here](#)**