

## Electronic P&T File Share User Guide

### Where do I begin?

For help with questions specific to the UMass Lowell P&T electronic process and/or P&T file share contact [PandT@uml.edu](mailto:PandT@uml.edu). This is the most efficient method used to contact the P&T Team:

Paula Haines, Senior Director of Curriculum Assessment & Accreditation  
Donna Mellen, Associate Director of Academic Technology

For help with questions regarding passwords or remote connections:

### Contact the Help Center

**Email:** [Help@uml.edu](mailto:Help@uml.edu)

**Phone:** Monday through Friday 8:30 a.m. to 5 p.m.

- On campus, dial ext. 4-4357 or 978-934-4357
- To call toll free: 866-435-7437

### How do I access the P&T File Share?

The Promotion and/or Tenure file share is accessible while on the campus network or through a private network connection (details below). We have provided instructions to map to the file share, to create a shortcut that can be used each time you login.

**TIP: If you mapped to the P&T file share in the past, please check your network connections to possibly avoid the need to map again.**

Please note: Electronic access will be provided in accordance with the dates listed in the Promotion and/or Tenure Schedule.

If using an off-campus internet connection, or if your computer is not connected to the domain, a VPN (recommended for uploading) or a vLabs connection is required before the network file share can be mapped (instructions appear on page 5). **Please go to VPN or vLabs as step #1, when working from home. Step #2 is mapping or opening the P&T file share (below).**

### How to Map to the File Share for Windows

Windows 10:

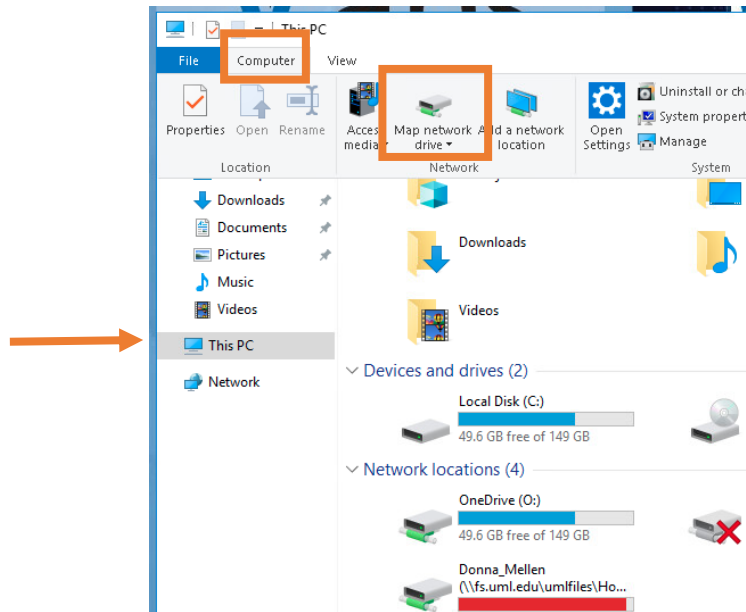
1. If using wireless, check to make sure you're connected to eduroam. If off campus, go to Off-Campus instructions first.
2. Open **File Explorer** from the taskbar or the Start menu, as shown in Figure 1.



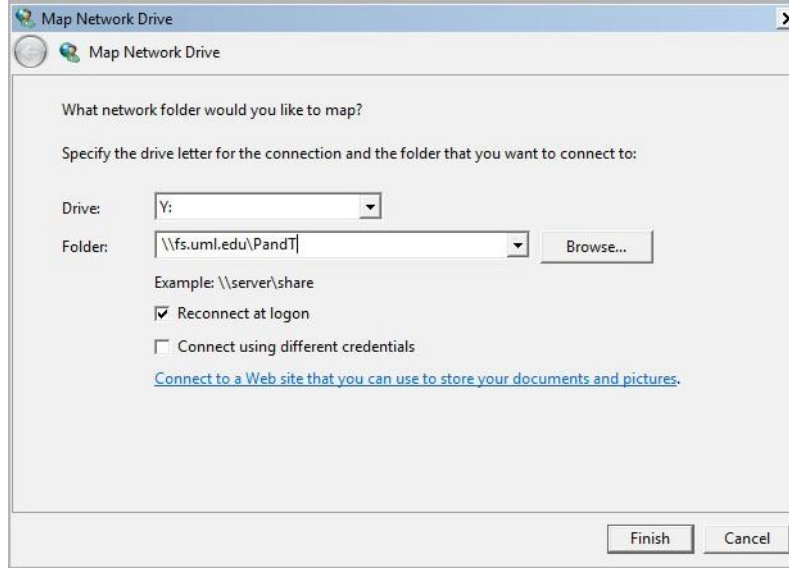
Figure 1

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3. Select **This PC** from the left pane. Then, on the **Computer** tab, select **Map network drive**, see Figure 2 below.



4. A Map Network Drive window will appear, as indicated in Figure 3.




5. In the **Drive** list, select a drive letter (any available letter will do).
6. In the **Folder** box, type **\\fs.uml.edu\PandT** (not case sensitive)
7. To connect automatically at any time, check the **Reconnect** at logon box.  
Do not select: Connect using different credentials (unless non-UMass Lowell credentials are utilized to login to this computer).
8. Select **Finish**.

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A window will open containing folders for all P&T candidates, sorted by college. See Promotion and/or Tenure Electronic File Share Information for additional details.

If your connection is unsuccessful and your password is working properly, please contact [Donna Mellen@uml.edu](mailto:Donna.Mellen@uml.edu). If this is a password issue, please contact [help@uml.edu](mailto:help@uml.edu) or call 978-934-4357.

## How to map to the file share for Mac: (tip: connect to VPN/vLabs first, if working from home)

1. If using wireless, check to make sure you're connected to eduroam. If off campus, go to Off-Campus instructions first.
2. Open a **Finder** window .
3. The Finder menu will appear at the top of the screen. Select the **Go** menu, then select **Connect to server**, as shown below in Figure 4.

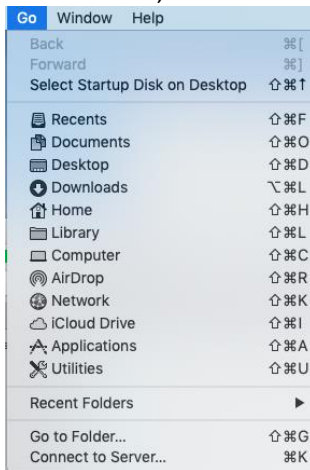


Figure 4

4. A Connect to Server window will appear, as shown below in Figure 5.
  - In the Server Address box, enter the path to the file share, prefixing the path with smb: and using forward slashes in the path (/).
  - **smb://fs.uml.edu/PandT** (not case sensitive)
  - If you wish to save this path for future use, click the + after entering the path to save it in the Favorite Servers: box below.
  - Click **Connect**.

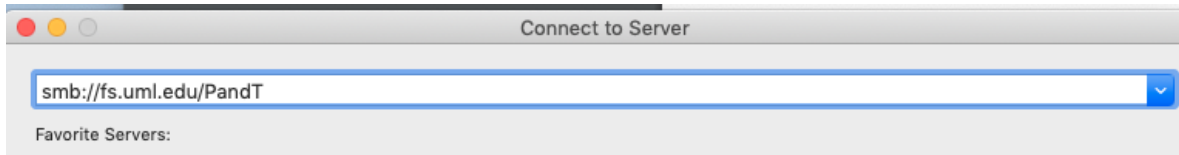


Figure 5

- If your MAC OS is running version 10.6 or below enter: **smb://malibu.fs.uml.edu/PandT** (not case sensitive).

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5. If an authentication window appears, please enter your UMass Lowell credentials. If the connection is successful, a window will open containing folders for all P&T candidates, sorted by college. See additional details below.

If your connection is unsuccessful and your password is working properly, please contact [Donna Mellen@uml.edu](mailto:Donna_Mellen@uml.edu). If this is a password issue, please contact [help@uml.edu](mailto:help@uml.edu) or call 978-934-4357.

### **Promotion and/or Tenure Electronic File Share Information**

The Promotion and/or Tenure file share is designed as follows: Candidate folders are indexed by college, last name and first name. Although you can view folders, permissions are provided accordingly for materials.

#### **Each folder contains specific items as well as permissions:**

##### **External Letters Folder (TT only)**

Contains:

- Final copy of the External Review Letters Waiver Statement
- Final copy of the External Review Letters Evaluator Selections
- Department Chairperson's letter requesting the external review
- The external review letters
- External reviewers' CVs

Permissions:

- Candidate does not have access.
- All authorized reviewers have read access according to the P&T schedule.

##### **Portfolio Folder**

Contains:

1. Main Portfolio
2. Supplemental Materials Portfolio

Permissions:

- All authorized reviewers have read access according to the P&T schedule.

##### **Review Letters, Responses, Addenda Folder**

Contains:

- Review Letters
- Any candidate responses to recommendation letters by various levels of review.
- Addenda from Candidates:
  - Publications accepted after final submission of the candidate's portfolio
  - Funded grant notices/awards after final submission of the candidate's portfolio
  - Funding for teaching and learning projects awarded after final submission of the candidate's portfolio
  - Honors or awards received after final submission of the candidate's portfolio
  - Other extraordinary examples appropriate to the candidate's discipline

Permissions:

- All authorized reviewers have read access according to the P&T schedule.

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## Off-Campus Instructions:

Please connect via VPN (recommended for uploading) or vLabs. Once you establish a connection, **return to page 1** (for Windows) **or 3** (for Mac) **to map the drive.**

## VPN (Virtual Private Network) Instructions (recommended for uploading):

Instructions for VPN remote access can be found at the [Remote Access](https://www.uml.edu/it/services/get-connected/remote-access/default.aspx) page.  
<https://www.uml.edu/it/services/get-connected/remote-access/default.aspx>  
Usage of the VPN requires multi-factor authentication using DUO.

**vLabs (Virtual Labs) Client Instructions\*:** Instructions for browser access (recommended) can be found at the [HTML Access](https://www.uml.edu/IT/Services/vLabs/Client-Configurations/html.aspx) page.

<https://www.uml.edu/IT/Services/vLabs/Client-Configurations/html.aspx>

\*You will need to remap the drive each time when using vLabs.

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Please note: During our remote work environment, accessing files from home using VPN will be slower than viewing files on campus. Please expect delays when opening larger files, especially supplemental materials. If your home connection isn't stable, your performance may improve if you use vLabs. Some faculty have suggested that they plan to download candidate files while connected and continue to work off-line. While this practice is acceptable, please download the files to one folder on your university-owned computer, restrict access while viewing, and destroy the materials following your final committee review. If you printed materials, please shred materials no longer in use.