

College of Arts & Sciences
Routing PTRs to the Dean's Office

Log in to Infoporte

- <http://Infoporte.unc.edu>
- Log in with onyen and password
- For access issues, contact the Access Request Coordinator
 - Find out more at <http://ccinfo.unc.edu/access/>

Access the Faculty Tab

IMPORTANT: Make sure that you are on the correct tab!

The screenshot displays the iNFOPORTE web application interface. At the top, there is a navigation bar with a search bar, a 'Go' button, and links for 'Online Help Request', 'Data Status', and a user profile dropdown. Below this is a secondary navigation bar with icons for 'Home', 'Inbox', 'Finance', 'Legacy Accounts', 'HR', 'Legacy HR', 'Faculty' (circled in red), 'Legacy Faculty', 'Tools', 'Cores', and 'Settings'. Underneath, there are tabs for 'Review', 'Faculty Profile', 'New Faculty', and 'TimeTrex'. The main content area features a 'Base Search' section with dropdown menus for 'Dept ID', 'Pay Status', 'HR Status', 'Type', 'Reg/Tmp', and 'Full/Part Time', along with 'Search' and 'Clear' buttons. To the right, there is an 'Export Fields' section with a dropdown menu and icons for Excel and PDF. Below the search section, there are expandable sections for 'BioDemo', 'Incumbent', and 'Date Fields'. At the bottom, there is a table header with columns: 'Name', 'PID', 'Pay Status', 'Primary Job Dept', 'Primary Job Title', 'Initiate Review', 'Rank Assessment', 'Status', 'Draft Annual Review', and 'Final Annual Review'. A 'Processing...' spinner is visible over the 'Initiate Review' column. Navigation controls for 'Show 25 entries' and 'First Previous Next Last' are present at the bottom left and right.

Choose the Employee

INFOPORTE

Home | Inbox | Finance | Legacy Accounts | HR | Legacy HR | Faculty | Legacy Faculty | Tools | Cores | Settings

Review | Faculty Profile | New Faculty | TimeTrex

▼ Base Search



Dept ID: (show all) ▼ Type: EPA Faculty ▼ Search

Pay Status: Active ▼ Reg/Tmp: (show all) ▼ Clear

HR Status: (show all) ▼ Full/Part Time: (show all) ▼

Name / PID:

Export Fields: (show all) ▼

▶ BioDemo
 ▶ Incumbent
 ▶ Date Fields

Show 25 entries Showing 1 to 25 of 699 entries

First Previous 1 2 3 4 5 Next Last

Name	PID	Pay Status	Primary Job Dept	Primary Job Title	Initiate Review	Decision Due	Rank Assessment	Status	Draft Annual Review	Final Annual Review
John Smith		Active	319100	Professor	6/30/2018	6/30/2019	6/30/2019			
Jane Smith		Active	318900	Associate Professor	12/31/2013	12/31/2014	12/31/2014	Notify		
Peter Smith		Active	315300	Associate Professor	12/31/2018	12/31/2019	12/31/2019			
Pamela Smith		Active	311500	Associate Professor	6/30/2018	6/30/2019	6/30/2019			
John Johnson		Active	310300	Assistant Professor	6/30/2017	6/30/2018	6/30/2019			
Jane Johnson		Active	316500	Distinguished Professor	6/30/2014	6/30/2015	6/30/2015	Notify		
Jane Doe		Active	311400	Associate Professor	12/31/2018	12/31/2019	12/31/2019			
John Doe		Active	318300	Associate Professor	12/31/2017	12/31/2018	12/31/2018			
Jane Williams		Active	319100	Assistant Professor	6/30/2016	6/30/2017	6/30/2018	Pre-Notify		
Pamela Williams		Active	318300	Distinguished Professor	6/30/2016	6/30/2017	6/30/2017	Pre-Notify		
John Williams		Active	311100	Distinguished Professor	6/30/2015	6/30/2016	6/30/2016	Notify		
John Jones		Active	318800	Associate Professor	12/31/2012	12/31/2013	12/31/2013	Notify		
Jane Jones		Active	318400	Associate Professor	6/30/2018	6/30/2019	6/30/2019			
Jack Jones		Active	312100	Professor	6/30/2019	6/30/2020	6/30/2020	Originator		
Jackie Jones		Active	312000	Professor	6/30/2019	6/30/2020	6/30/2020			
Pamela Jones		Active	310300	Professor	6/30/2014	6/30/2015	6/30/2015	Notify		

Access the Request Tab

The screenshot displays the INFOPORTE user interface. At the top left is the INFOPORTE logo. Below it is a navigation bar with tabs for 'Review', 'Faculty Profile', 'New Faculty', and 'TimeTrex'. The 'Faculty Profile' tab is selected. Below the navigation bar, the user's name 'Jane Doe' and ID '71234567' are displayed. Further down, job details are shown: 'Job Dept 311400:Communication', 'Job Title Associate Professor', 'Position #', and 'Position Type'. A 'Review Status' section shows 'Infoporte Requests' with '0 In Progress' and '2 Closed'. At the bottom, a secondary navigation bar contains tabs for 'Profile', 'Curvita - CV Plus', 'ReachNC - Collaboration', 'Review History', 'Request', and 'Activity Report'. The 'Request' tab is circled in red. Below this bar, the text 'EPA Faculty' is visible.

Choose the Request Type

Profile Curvita - CV Plus ReachNC - Collaboration Review History **Request** Activity Report

New Request

Request Type

Request Route

- Annual Review
- Reappointment to Assistant Professor
- Reappointment to Associate Professor with Tenure
- Promotion to Associate Professor with Tenure
- Promotion to Full Professor
- Post Tenure Review
- Distinguished Professor Designation
- Promotion to Senior Lecturer
- Promotion to Master Lecturer
- Promotion to Adjunct/Research/Clinical Assistant Professor
- Promotion to Adjunct/Research/Clinical Associate Professor
- Promotion to Adjunct/Research/Clinical Professor

Name or Request Title

Request Description

Choose Post Tenure Review

Label

File No file selected.

Allowed file types: word, exoel, pdf, gif, jpeg, png, text. File size limit is 16MB

Choose the Request Route

Profile Curvita - CV Plus ReachNC - Collaboration Review History **Request** Activity Report

New Request

Request Type: Post Tenure Review

Request Route: Choose One...

Name or Request Title: Choose One...

Request Description: Choose One...

CV: No file selected.

Faculty Research Statement: No file selected.

Faculty Teaching Statement: No file selected.

Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean: No file selected.

Label **File** No file selected.

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Choose the appropriate route for your division. The route should be named [Div] PTR Submission to SAD.

Name the Request

Profile Curvita - CV Plus ReachNC - Collaboration Review History **Request** Activity Report

New Request

Request Type: Post Tenure Review

Request Route: Fine Arts & Humanities PTR E

Receive status change emails

Name or Request Title: Jane Doe

Request Description:

CV No file selected.

Faculty Research Statement No file selected.

Faculty Teaching Statement No file selected.

Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean No file selected.

Label	File
<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Use the person's full name followed by PTR

Upload Appropriate Files

Profile Curvita - CV Plus ReachNC - Collaboration Review History **Request** Activity Report

New Request

Request Type: Post Tenure Review

Request Route: Natural Sciences PTR Submiss

Receive status change emails

Name or Request Title: John Doe PTR *

Request Description:

CV	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Faculty Research Statement	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Faculty Teaching Statement	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Chair's Letter to Faculty Member ref Meeting Summary (CAS)	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
PTR Committee Report (CAS)	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Peer Teaching Report (CAS)	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Faculty Service Statement (CAS)	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Student Course Evaluations (CAS)	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>

Label	File
<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Submit the Request

Profile Curvita - CV Plus ReachNC - Collaboration Review History **Request** Activity Report

New Request

Request Type: Post Tenure Review
Request Route: Fine Arts & Humanities PTR S

Confirm

Name or Request ID: Request Description

The request will proceed to the next stop on the route. Click confirm to continue.

(If you wish to hold the request and get feedback from another user, click Cancel and use Share... instead.)

Cancel **Confirm**

Faculty Research Statement: Browse... No file selected. Clear
Faculty Teaching Statement: Browse... No file selected. Clear
Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean: Browse... No file selected. Clear

Label	File
	Browse... No file selected. Clear

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Save **Submit** Share... Cancel

Additional Information

- The request will route directly to the Senior Associate Dean when you click submit.
- After the Senior Associate Dean concludes the review or requests additional information to complete the approval, the request routes directly to the Dean's Office HR (Janet Farrell and Teresa Wilkinson).
- This request will be visible in the originator's Inbox, like other Infoporte requests.
- Make sure that you choose the appropriate route.

Questions

- Questions should be directed to:
 - PTR Questions
 - Janet Farrell, janet_farrell@unc.edu
 - Teresa Wilkinson, tsmith7@email.unc.edu
 - Ashante Diallo, Ashante@unc.edu
 - Infoporte/Routing Questions
 - Joy Montemorano, jmonte@email.unc.edu