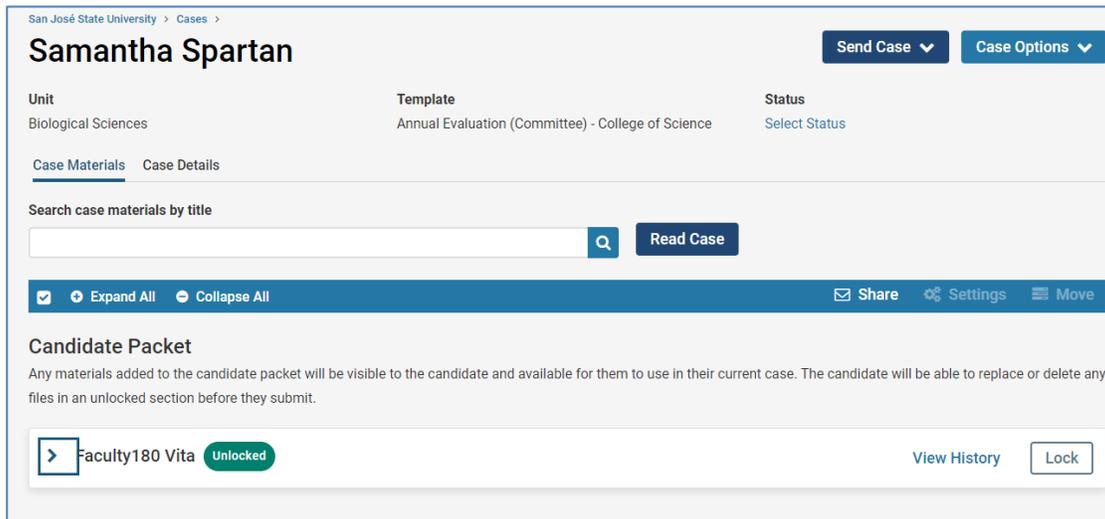


eFaculty QuickTip: Uploading [Provost's Memo](#)

To upload the Provost's memo to reviewers in annual and cumulative evaluations simply follow the 5 steps below.

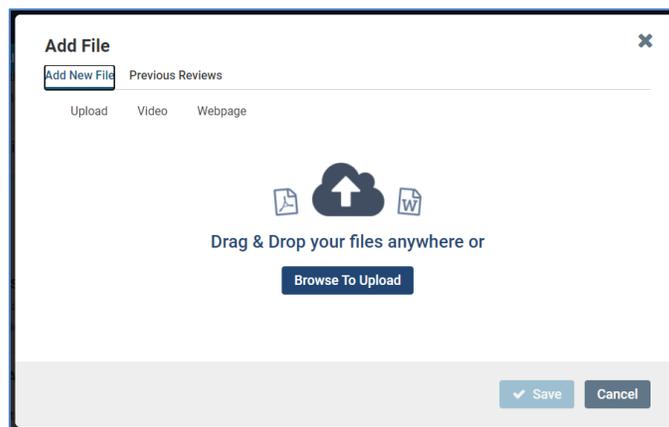
1. Open the case and scroll down to "Internal Sections."



2. Under "Department Assistance," select "Add File."



3. Add the [memo file](#) . . .



4. . . .and select "Save."

5. The memo's file name should appear under "Materials." It may take a few moments to completely upload.

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that these sections can be shared with the candidate by an administrator or committee manager.

Department Assistance

In this step, the department may assist the faculty member with proper assembly of all required items.

Materials

Title	Details
<input type="checkbox"/> Guidance for RTP and Lecturer Evaluations in the Era of Pandemic	Added by Junie Urbano Nov 24, 2020