Step 1: Create your Team, or locate the one you used last year.

If you have an NTT Evaluation Team from last year, you can use it again and skip to Step 5.

If you need to create a new Team then click here to learn the basics of creating a MS Team.

- When prompted to select a Team type, select "Other."
- Name your Team with the following convention: NTT Evaluation - Firstname Lastname.
- You may leave the description part blank.
- Select "Private – Only team owners can add member" as the Privacy setting.

Step 2: Create main folders.

Select Files in the General channel. Create the following Main Folders using the list below as a template. Be sure to use the number so your folders stay in the correct order.

1. Candidate Files
2. [This Year's] Recommendations (example: AY 2022-2023 Recommendations)

Step 3: Create subfolders for Candidate Files.

Refer to Article 29, Section 4 and the relevant criteria from Article 13, Section 3 in CBA as you create your candidate files.

Click on Candidate Files folder, then add the folders below. *Be sure to use the numbers/ letters so your folders stay in the correct order.*

1. **CV, Narrative, TOC (optional but recommended)**
   Upload 3 files named: Curriculum Vita, Narrative Statement, Table of Contents
   Recommended: if your department or school has NTT evaluation criteria in by-laws, upload a copy in this folder.

2. **Previous Recommendations and Initial Appointment Letter (optional but recommended)**
   Create a subfolder for each academic year you've been reappointed, with final subfolder for the initial appointment letter. Example:

   1. AY 2020-2021 Recommendations
   2. AY 2019-2020 Recommendations
   3. AY 2018-2019 Recommendations
   4. Initial Appointment Letter

3. **Teaching**
   Create appropriate subfolders: see CBA and unit guidelines

Additional folders should be added based on the criteria on which you will be evaluation. These criteria can be found in your most recent letter of appointment or reappointment and are described in Article 13, Section 3(b).

Based on your letter of appointment/reappointment, you may need to one or both of these folders:

4. Research and Scholarly Activity

    Create appropriate subfolders: see CBA and unit guidelines

5. Service

    Create appropriate subfolders: see CBA and unit guidelines. Administrative work should be included in the service folder.

Even if your letter of appointment/reappointment does not require scholarship/creative activity or service, you may **elect** to include evidence of these areas. According to the CBA, "professional activities submitted by the candidate will be considered in the evaluation" (Article 29, section E). Note: you should NOT include an empty folder for scholarship or service if you are not providing any evidence and it is not required by your appointment.

Step 5: Add your files to the relevant folders.

Drag and drop files into folders.

- Strive to create a well-organized, ease-to-navigate candidate file.
- Once you've uploaded a file, you can rename by clicking on the three dots after the file name. Use descriptive names for clarity.
- For ease of reviewer navigation, you may want to combine related documents/PDFs into a single PDF. If you're working with hard copies, you can scan using your department/school copier. You can also merge PDF files using Adobe, which is supported by UA and available to you as a faculty member. Once you've downloaded Adobe, here are instructions for merging.
- Recommendations:
  - Rename recommendation letters by review level and year (example: Committee letter 2020, Dept Chair letter 2020, Dean letter 2020, Provost letter 2021)
  - Organize course evaluations by year and name accordingly (example: Course evaluations AY 20 – 21). Combine PDFs of course evaluations by year so your reviewers have fewer clicks.

Step 6: Add your Committee Chair to the Team.

Click here for more information on how to do that.

Step 7: Make your Committee Chair owner of the Team.

Step 8: Leave the Team.