

Step 3: Preliminary review of casebooks by Academic HR

- Email Academic HR (trendell@umich.edu) that the files are available and uploaded to Dropbox. Unit
- Academic HR reviews the PDF casebooks for completeness: Academic HR
 - If complete, update status sheet of promotion cases.
 - If incomplete, Academic HR to notify the unit of missing information.
Unit is responsible for, re-uploading completed file(s)
- Once all casebooks have been uploaded into Dropbox and reviewed, please email a list of names and EMPLIDs to Provost.Fac.Acad.Affairs.Admins@umich.edu certifying that the electronic cases have been reviewed and are complete as of a certain date. Academic HR

Step 4: Transfer of files from the Unit to Academic HR

- Upload signed Promotion Recommendations (Instructional Tenure Track only) by the deadline of **February 8, 2023** to Dropbox Unit

If you have questions or need someone added to your unit's Dropbox folder, please contact:
Provost.Fac.Acad.Affairs.Admins@umich.edu

If you have questions on how to use Dropbox, please contact the ITS Service Center or go to:
<https://its.umich.edu/communication/collaboration/dropbox/training>