

Academic Promotion – Application Upload Guide

Before you start the upload process, please ensure that your documents are saved and named in the following format:

First_Lastname CV.docx

First_Lastname Application.docx

First_Lastname OutputsShorttitle.docx*

There is no Facility to save, the upload should only be done once you have a complete application form and all documentation required.

*shorttitle should be a short tile of the output

Accessing the Promotions Upload Form

1. **Click** on the link “[Click here to submit your documents for consideration](#)”

First_Lastname Application.docx

[\(Click here to submit your documents for consideration\)](#)

Completing the Form

1. Check that this application is coming from your email address. If you email is correct skip to step 3
2. If your email is incorrect **click** on “[Switch Account](#)” and sign in to your main Hope email account.

Promotions round:

Please complete the form below and upload your documents.

The name, username and photo associated with your Google account will be recorded when you upload files and submit this form.

Not [promotions@hope.ac.uk?](#) [Switch account](#)

*Required

3. **Click** into the field which says “[Your answer](#)” and **type** in your School/ Department

School/Department *

[Your answer](#)

*this is a required field you will not be able to move to the next page without completing this information

4. **Tick** the relevant promotions process. You can only submit an application for 1 process at a time.

5. **Click** on “Next”



6. **Click** on “Add File”
If your files are saved on your device go to **steps 7-9**.
If your files are saved on your Google Drive go to **steps 13 – 16**

7. **Click** on “Select Files from your Device”

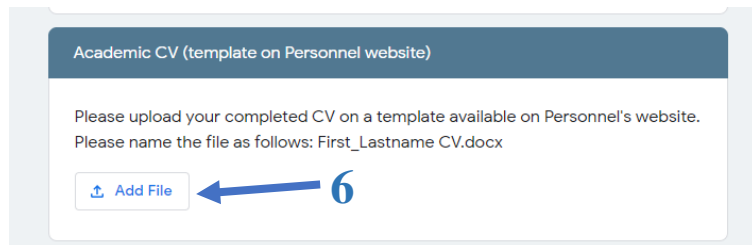
8. Locate your Document and **click** on the file name. (Please ensure the file is named correctly in line with name format requirements at the beginning of this document)

9. **Click** on “Open”

10. **Click** on “Upload”

11. You should now see the file

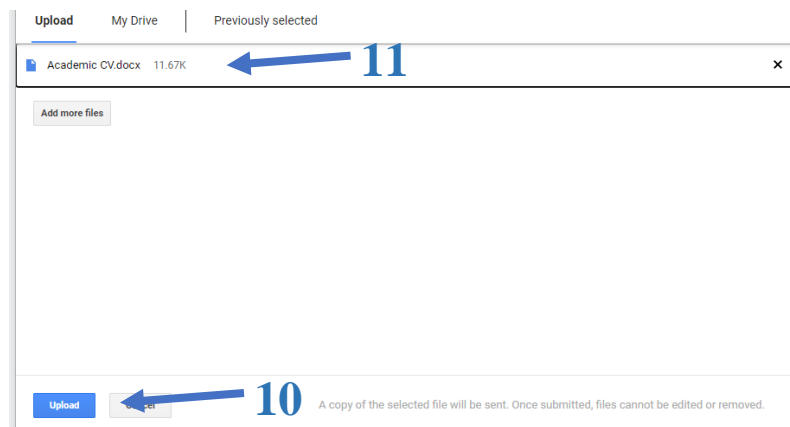
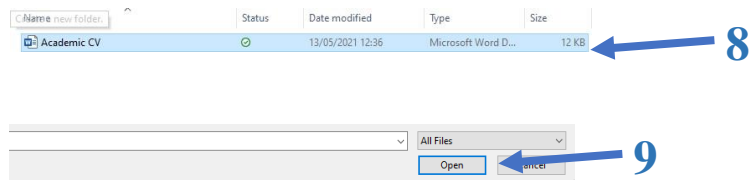
12. If there are no more documents to upload Go to step 17. If you have more documents to load, go back to step 6



Drag files here

– or –

Select files from your device



13. At the top **click** on “My Drive”

14. Locate the file in your Drive

15. **Click** on the relevant file and then **click** on “Select”

16. You should now see the file in the list

17. If there are no more documents to upload Go to step 17. If you have more documents to load, go back to step 6

18. **Click** on “Next”

Insert file

Upload My Drive Previously selected

Drag files here

— or —

Select files from your device

Insert file

Upload My Drive Previously selected

Promotions round: ... Associate Professc

Files

Publications.docx Application.docx

Select A copy of

2

***Follow steps 6 -17 for the upload of Application Form, Publications/Research Outputs and Other Documents sections**

19. **Type** in a brief description or list of all of the documents you have uploaded

20. **Click** on “Next”

Brief summary or a list of documents submitted

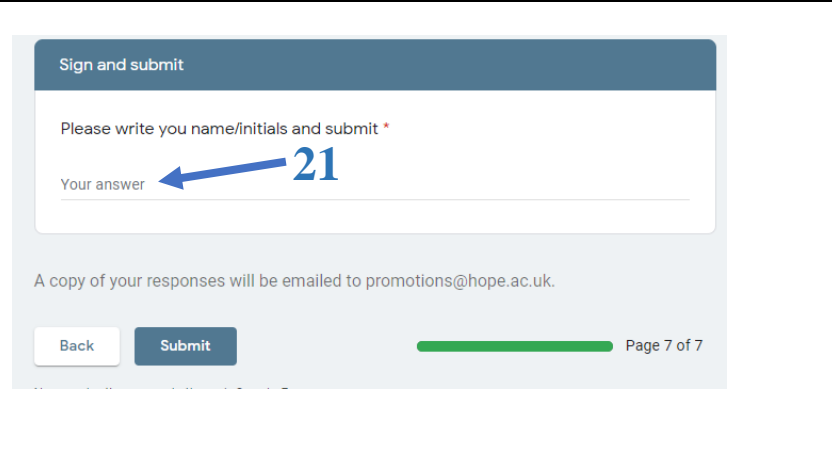
Please include a brief description/or list of what documents you are uploading

Your answer

Back Next

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21. **Type** either your name or initials



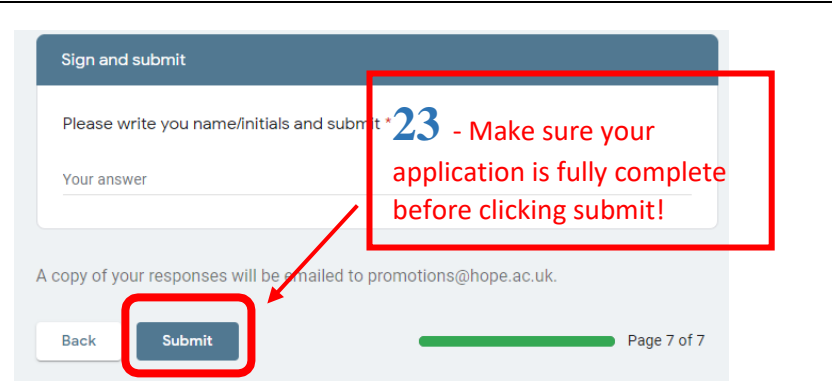
The screenshot shows a form titled "Sign and submit". The instruction reads "Please write your name/initials and submit *". Below this is a text input field labeled "Your answer". A blue arrow points from the number "21" to the input field. Below the form, there is a note: "A copy of your responses will be emailed to promotions@hope.ac.uk." At the bottom, there are "Back" and "Submit" buttons, a progress bar, and the text "Page 7 of 7".

22. If you need any changes, you must go back and fix them at this point. **Once you click submit you will no longer be able edit your application***

23. **Click** on "Submit"

24. You will receive an email notification that your application has been received

25. You will be contacted by Personnel if any further information is required



This screenshot is similar to the one above but highlights the "Submit" button with a red box. A red callout box with a red border contains the text: "23 - Make sure your application is fully complete before clicking submit!". A red arrow points from the callout box to the "Submit" button. The rest of the form and page information are identical to the previous screenshot.

*if you need to change or make any additions to your application, following submission, this must be done before the deadline by emailing: promotions@hope.ac.uk

