

# OneDrive RTP User Guide

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## Using the Guide

Different types of users have different needs in accessing the OneDrive RTP system. To help users, in each section title, we have added the following notations to indicate if this is something that will likely be needed for the role that you play. The roles are identified by the following notation:

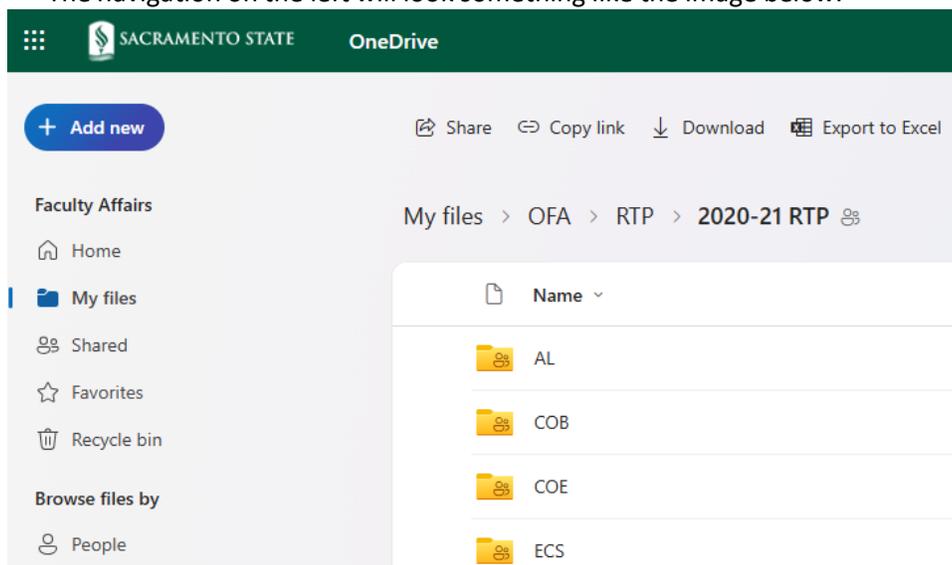
- F – Faculty member under review
- R – A reviewer (member of review committee, department chair (if required by local policy), dean, or Provost
- A – College Analyst
- S – Administrative support (members of college/department staff that normally help with preparing W-PAF.)

This guide is intended to be a quick reference for all users on how to access and (if appropriate) move info into the folders. For more details, please see the Procedures document.

## Accessing OneDrive Folder (F, R, A, S)

Each college should have their own OneDrive account that stores the RTP files for all faculty during the RTP review cycle that is maintained by a College Analyst. No RTP files should be kept under an individual employee's OneDrive account in the event the employee resigns, cannot return to work, etc. Navigate your browser to: <https://mysacstate-my.sharepoint.com/>. College analysts will need to log on using the credentials for the college and provide access appropriately. All other individuals (administrative support, faculty and reviewers) should log in with their SaLink credentials.

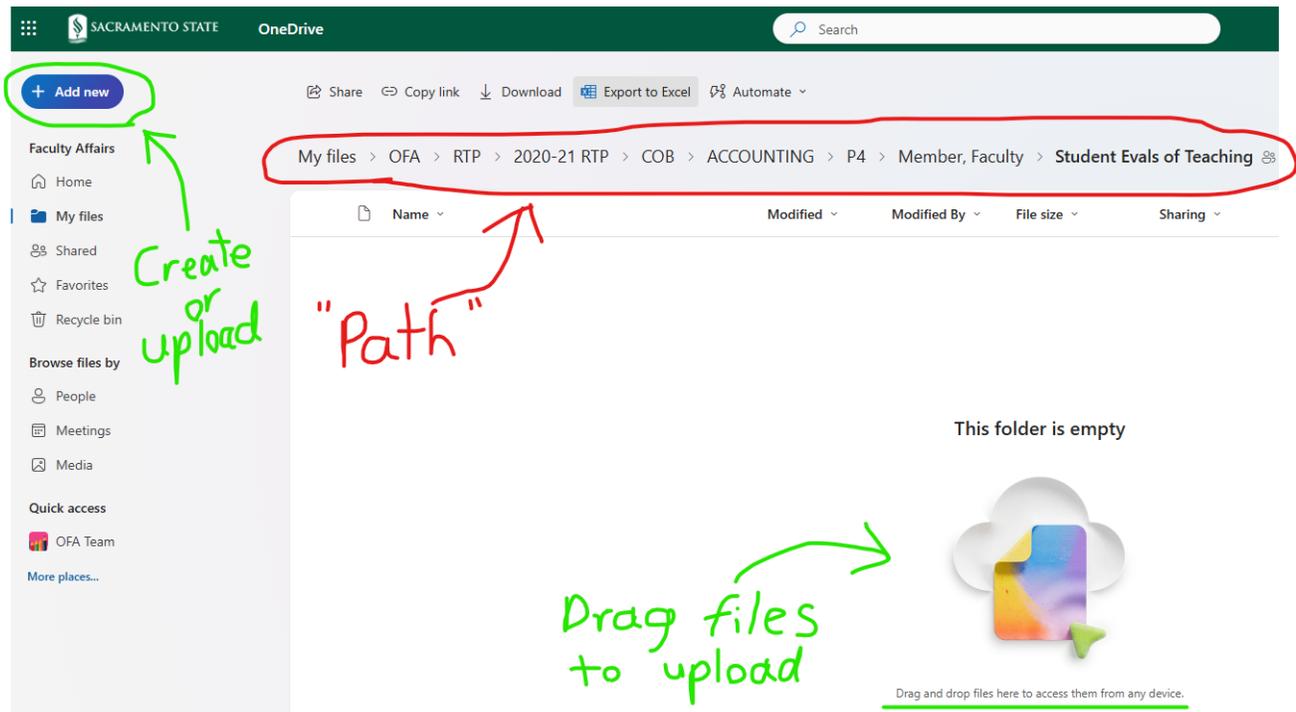
The navigation on the left will look something like the image below:



Click on the “Shared” folder and you will see a list of items that have been shared with you. It should include the department-, college-, or faculty-level folder that has been assigned to you. Clicking on that folder should take you to the folder and assigned sub-folders for your review. Access to these folders will only be for the period during which you would normally have access to the paper binders: once the “letter” is distributed to the college office, the college HR analyst will remove your access.

## Moving Materials In and Out of One Drive (F, A, S)

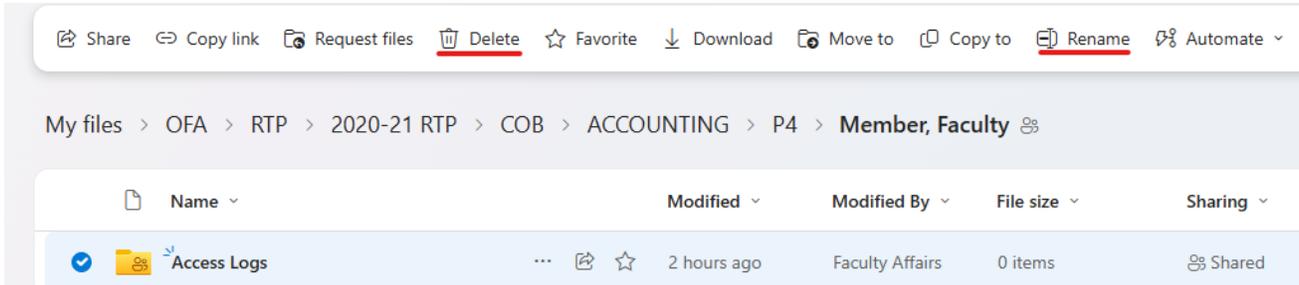
One Drive is a cloud-based file storage system. It works very much like the file folder system on your desktop computer. A screen capture of the web-based system is shown in the figure below. It is annotated to show the essential elements. The user must have edit-level access or higher to be able to add items to the folder. Those with “can view” level access will not be able to add to the folders as described below.



The “path” of the file structure is shown in red. Depending on the access you are given, you may not have such a long path shown. For this case, this folder is where current student evaluations would go for “Faculty Member” in Accountancy, who is doing a P4 review. To go to the Faculty Member’s top-level folder, you click on the “Member, Faculty” link in the path to back up a level.

Files can be added in two ways (noted with green), by dragging and dropping the file directly into the window or by clicking on the “+Add New” link. To create another folder or add a brand-new file (Word, Excel, Powerpoint) directly into the folder, you would click on the “+Add New” link, but since most documents will be existing, this is likely to not be used much.

Once materials are in the folder, a user with edit access can rename or delete a file. To rename or delete a file, click on the “radio button” to the left of the file name and the options appear at the top as shown in the figure below. Those with “can view” access cannot rename or delete a file.



## Providing Access to Folders (A)

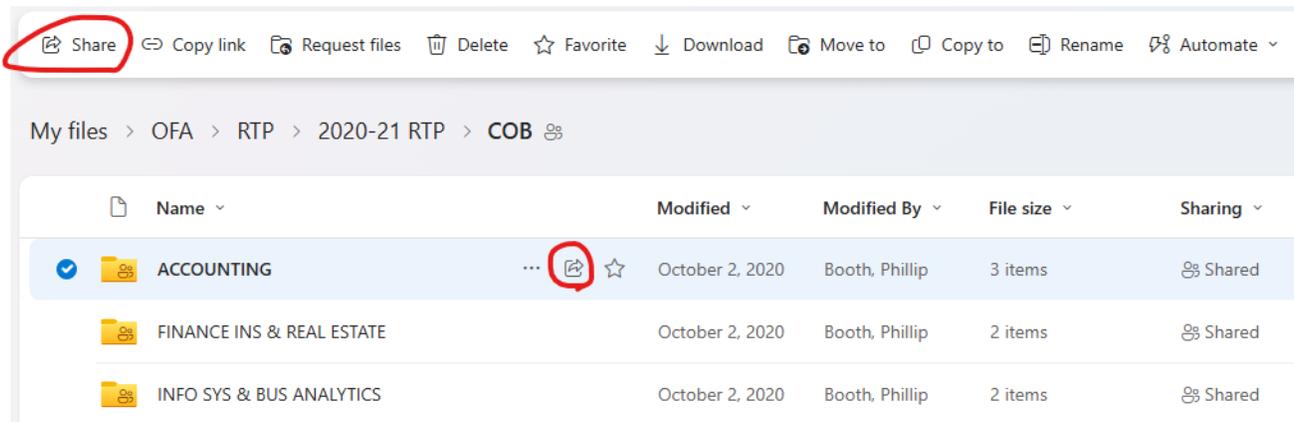
College analysts will provide access to department and college staff, the faculty member under review, and the individual reviewers at primary, secondary, and dean-level reviews. This section walks through the process of managing access for analysts. This process is only available to the college analysts.

Access should be assigned based on the appropriate windows for review as follows:

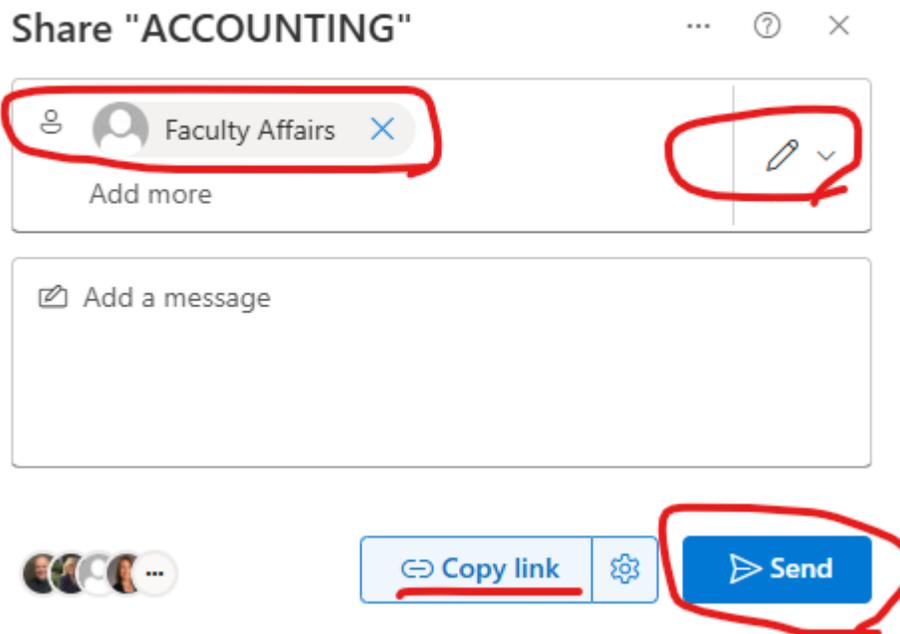
- File Building: faculty member (their folder), department ASC (department folder), college analyst (college folder). Some departments have a practice of requiring the faculty member to review the file with the department chair before closure; in this case “can view” access may be granted to the chair
- Primary Review: committee members (department folder), college analyst (college folder)
- Secondary Review: committee members (college folder), college analyst (college folder)
- Dean Review: dean (college folder), college analyst (college folder)

The analyst should retain access through the process to address any problems with file access that may arise during the reviews.

To share a folder, select the appropriate folder then click either “Share” on the menu near the top of the screen above the folders, or click the arrow (next to the star icon) adjacent to the folder.



A small window will pop up prompting you to enter the name, group or email of the person you wish to grant access to. The SaLink email address is the most reliable so as to avoid duplicate names on campus. The access level defaults to “Edit.” To change the access level, click the drop-down arrow next to the pencil icon. You will need to choose “can edit” and then click “Send.” You can also copy the link (and send via email) or add a message to the person you are granting access to.



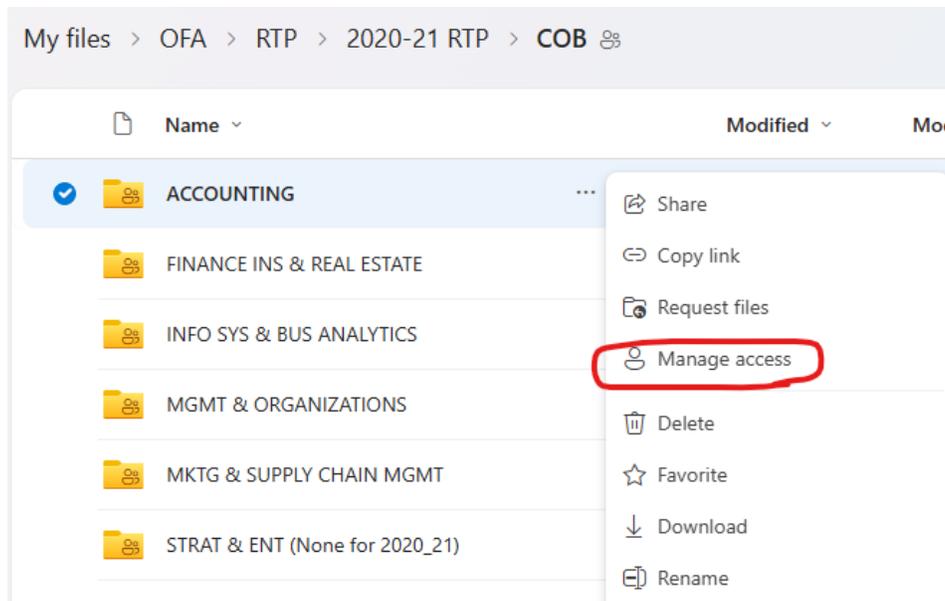
The individuals that you grant access to will get an email (see sample below) from OneDrive with a link to the folder. As noted on the 1<sup>st</sup> and 2<sup>nd</sup> page, they will also see the folder in the “shared” folder of the OneDrive web access.



## Faculty Affairs invited you to edit a folder



To change or remove access, select the folder that access was given to and click on the three (3) dots next to the arrow key. A small pop-up window with more options will open. Click “Manage Access.”



You will see a list of people who have access to that folder, including the access level that they currently have.

## Manage Access

 College of Arts & Letters

 [Share](#)

**People • 7**   Groups   Links

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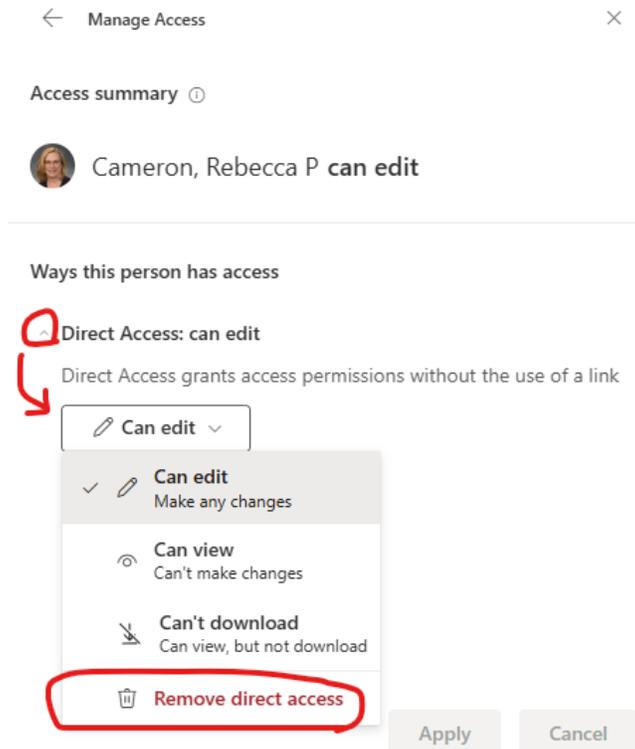
 More people may have access because this item is in a shared folder. 

 Search displayed names

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	Faculty Affairs	Owner
	DeGraffenreid, William PROFESSOR / DEPT.CHAIR	Owner
	Cameron, Rebecca P VICE PROVOST FOR FACULTY SUCCESS	 Can edit

To remove access, click on the individual's name and another pop-up window will open showing their access. Click the arrow next to "Direct Access," then click on the current access level drop-down menu and select "Remove direct access" to remove their access. See sample on next page.



## Making Faculty Folders (A)

Each department is highly encouraged to establish their folders using the following descriptions: “P1 – Periodic Review”, “P2\* – Periodic Review”, “P2”, “P3\* – Periodic Review”, “P3\*”, “P3”, “P4 (2+2)”, “P4”, “P5” and “P6, Promotion, and Tenure” folders inside each department folders. Folders should then be set up for each faculty within the appropriate review level folder. Each faculty folder should contain the appropriate subfolders for the various components that make up the RTP file (i.e. Current Evals, Previous Evals, Student Evals, Narratives, etc.). The structure of the RTP file varies for each college/department; however, for consistency purposes each college/department should set up each faculty file for their college/department in an identical manner.

- P1 periodic review – first year of employment – no credit toward tenure at time of hire
- P2\* periodic review – first year of employment – with 1 year credit toward tenure at time of hire
- P3\* periodic review – first year of employment – with 2 years credit toward tenure at time of hire
- P2 – 2nd probationary year/2nd year of employment (no credit toward tenure at time of hire)
- P3 – 3rd probationary year/3rd year of employment (no credit toward tenure at time of hire)
- P3\* - in 2nd year of employment (with 1 year credit toward tenure at time of hire)
- P4 (2+2) – in 2nd year of employment (with 2 years credit toward tenure at time of hire)
- P4 – 4th probationary year/4th year of employment (no credit toward tenure at time of hire)
- P5 – 5th probationary year (regardless of credit toward tenure at time of hire)
- P6 – 6th probationary year (regardless of credit toward tenure at time of hire)