

***Before you begin your application for promotion and/or tenure, please read the following instructions / notes in their entirety:***

## General Instructions

The promotion and/or tenure application has been updated into more easily completed forms using Adobe Reader. Although most computers have a version of Adobe Reader already installed, the following instructions are provided to ensure you have the best possible experience.

1. Please use Adobe Reader version X or newer.
  - a. The latest version is available for download from <http://get.adobe.com/reader/> free of charge for all operating systems.
  - b. Some browsers have proprietary PDF viewers that are not compatible with the interactive PDF forms. If you encounter a message such as, "Please wait..." If this message is not eventually replaced by the proper contents of the document," please wait a moment and if it does not load use the menu in the lower right of the browser window to save the file and open with Adobe Reader.



2. Because the application has been created as a .pdf file, section headings, table formats and instructions will not change as you enter information. As you complete each section of the application, use the tab button to advance to the next section. (If the fields into which information is to be entered do not appear clearly, click the "Highlight Existing Fields" button at the upper right.)
3. You will be able to save information you enter into the form. Once saved, you will be able to re-open the file and continue to complete the application at a later time. You may print a copy at any time, even if you have not completed and locked the form (see #4).

**Recommendation:** If you intend or are required to include a completed application form in the packet of materials your chair, director or dean will send to external reviewers, submit a printed copy or an unlocked .pdf (see #4), so that you will be able to continue to update the form prior to final submission of the completed form.

# UNLV | *How to Use Adobe Acrobat for* **PROMOTION &/OR TENURE**

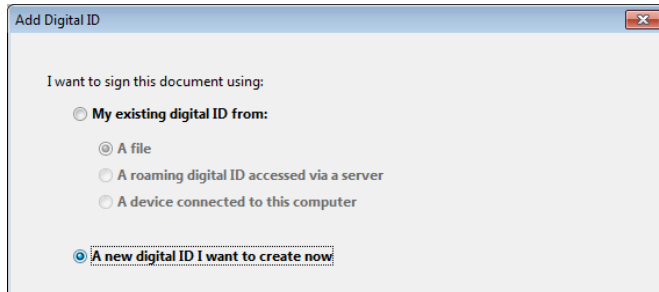
4. Once you have completed your application and are ready to submit the final version to your department chair, school director or dean (and ONLY when it is complete and ready to submit in final form), please sign the application with a digital signature. This will lock your .pdf to prevent any further changes as the form goes through the review process.

**Recommendation:** Make a back-up of your completed form any time you enter you enter additional information. Moreover, retain an editable copy for future reference or use once the application is complete. To do this, after finishing your application and before “signing the application” and thus locking it, please follow these steps:

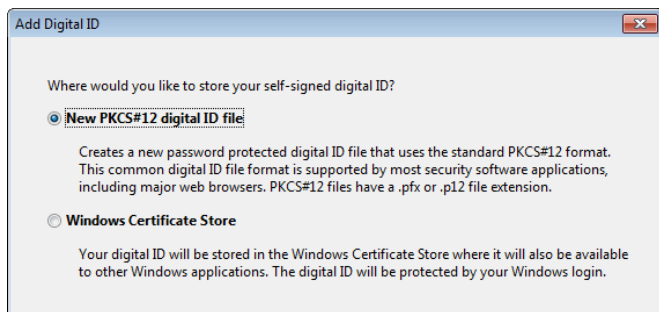
- a. Complete application and **Save**
  - b. Keep the file open and **Save As** under a different file name or in a different directory.
  - c. When you are ready to “sign” and lock the file, please use the appropriate naming convention (see next step).
5. When you are ready to save your file, please use the following nomenclature: [P&T] [College] [Last Name] [Current Year].pdf. (for example, Dr. Joe Rebel in the College Liberal Arts would name his file: “P&T Liberal Arts Rebel 2013.pdf”)

## Final Version: Create a Digital Signature to Lock and then Save the file

1. If you have an Adobe digital ID already, you will be able to use your existing digital ID to sign the document. If you have not previously created an Adobe digital ID, you can create one now.
2. Click the field labeled “Provide your Digital Signature to Lock Document”.
3. A window will pop-up; select the radio button to select “A new digital ID I want to create now.”



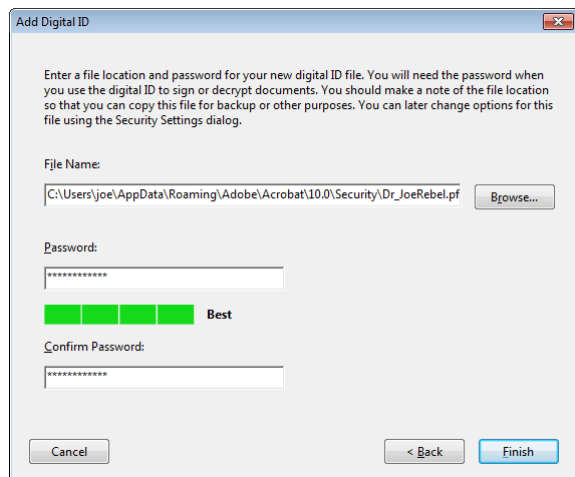
4. In the next window that appears, select the option “New PKCS#12 digital ID file.”



5. Next, you will be prompted to enter your Name, Organizational Unit (Enter your Unit), Organization Name (Enter UNLV), and Email Address. Please leave all other items set at their default settings.

6. Finally, you will be asked where you would like to store your new digital ID. Once you have chosen your location (the default location is recommended), enter a password and confirm this password. This password will be needed to use this digital ID now and in the future.

7. After entering your password, click finish.



8. After you click Finish you will be asked to enter your password before you can sign. Again, make sure your application is complete before you click Sign.



Questions regarding the use of Adobe Reader or Digital Signatures can be directed to:  
**Wonda Riner, Faculty Support Coordinator**  
**Office of Faculty, Policy, and Research**  
**Phone: 702-895-0730**  
**Email: [wonda.riner@unlv.edu](mailto:wonda.riner@unlv.edu)**