

N-Drive Promotion and Tenure

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Instructions for the N-Drive Promotion and Tenure packets can also be found on the Academic Affairs website:

<https://www.missouriwestern.edu/acadaff/>

The Headlines

- Axiom Mentor has gone away.
- We will now be doing Promotion and Tenure packets on our own internal N-drive using a system set up by Tech Services.
- N-drive packets will only be visible to people actively involved in the process (candidates, committee members, etc.).
- Nothing about the Promotion and Tenure packet requirements or deadlines has changed – check the Faculty Evaluation Procedures section of the Policy Guide for all requirements and deadlines.
- If you have a folder you need created for a candidate or a person you need added to a candidate's review process (committee member, chair, dean, etc.), please reach out to Regina Young in Academic Affairs.
- Only Regina can add someone to the N-drive, which will give them permission to view the packets assigned to them.
- All systems can have issues and glitches – you MUST keep a separate, off-line copy of your packet in case of emergencies. Reviewers should also keep a separate, off-line copy of recommendations and external reviews.

The Candidate Folders

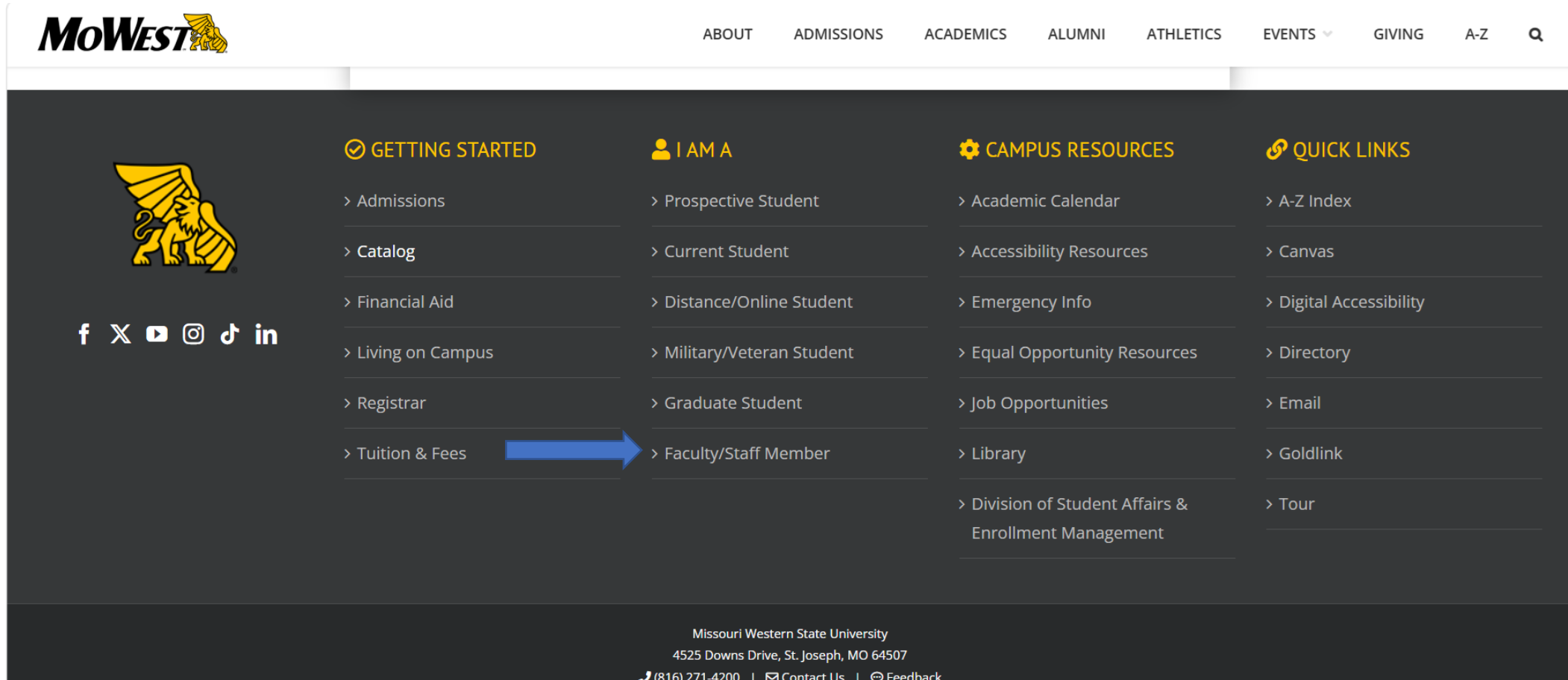
- Candidate folders are automatically created once entered into Regina's master spreadsheet and use the candidate's first initial and last name (e.g., jsmith).
- Each folder has the following sub-folders, which align with the Policy Guide's packet requirements:
- Introductory materials (narrative overview, CV, mid-term letters, packet checklist, etc.)
- External Reviews (this folder will not be visible to the candidate – department chairs will need to add any external reviews)
- Teaching (teaching narrative and supporting materials)
- Scholarship/Creative Activity (scholarship/creative activity narrative and supporting materials)
- Service (service narrative and supporting materials)
- Recommendations (this is where committees, chairs, etc., place their recommendation letters following packet review)
- Candidate Response to Recommendations (voluntary candidate responses)

Uploading & File Names

- The folders themselves work like any Microsoft or Google Drive folder – you click upload in the sub-folder and select the appropriate file or you simply drag and drop your file into the sub-folder.
- File names should strive for clarity and ease of reference.
- For example, file names might include the last name of the candidate and a brief description of the file's content (e.g., “Smith Teaching Narrative”, “Smith Example Syllabus for MAT 110”).
- References to supporting artifacts in the narratives should use the file name (e.g., “My applied learning assignment for this course is included as ‘Smith Applied Learning Assignment for MAT 110’”).

Getting to the N-drive through
SERV-U

Scroll to the bottom of the homepage (missouriwestern.edu) and select Faculty/Staff Member



On the intranet page, select O and P Drive Access

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Select “Click Here to Enter Serv-U”, then log in using your single sign-on credentials from e-mail, etc.

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TECHNOLOGY SERVICES

Web Services

This server provides remote file access to faculty, staff, and student home directories and other authorized folders.

Serv-U Web Access	An application to access home directories and other shared volumes remotely through the web. This application is fully compatible with modern web browsers. Click Here to Enter Serv-U
SFTP Access	Allows Missouri Western users to access their home directory via the SFTP secure transfer protocol. Use an SFTP client to access the server at host "webservices.missouriwestern.edu".

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P:, O: and N: drive access

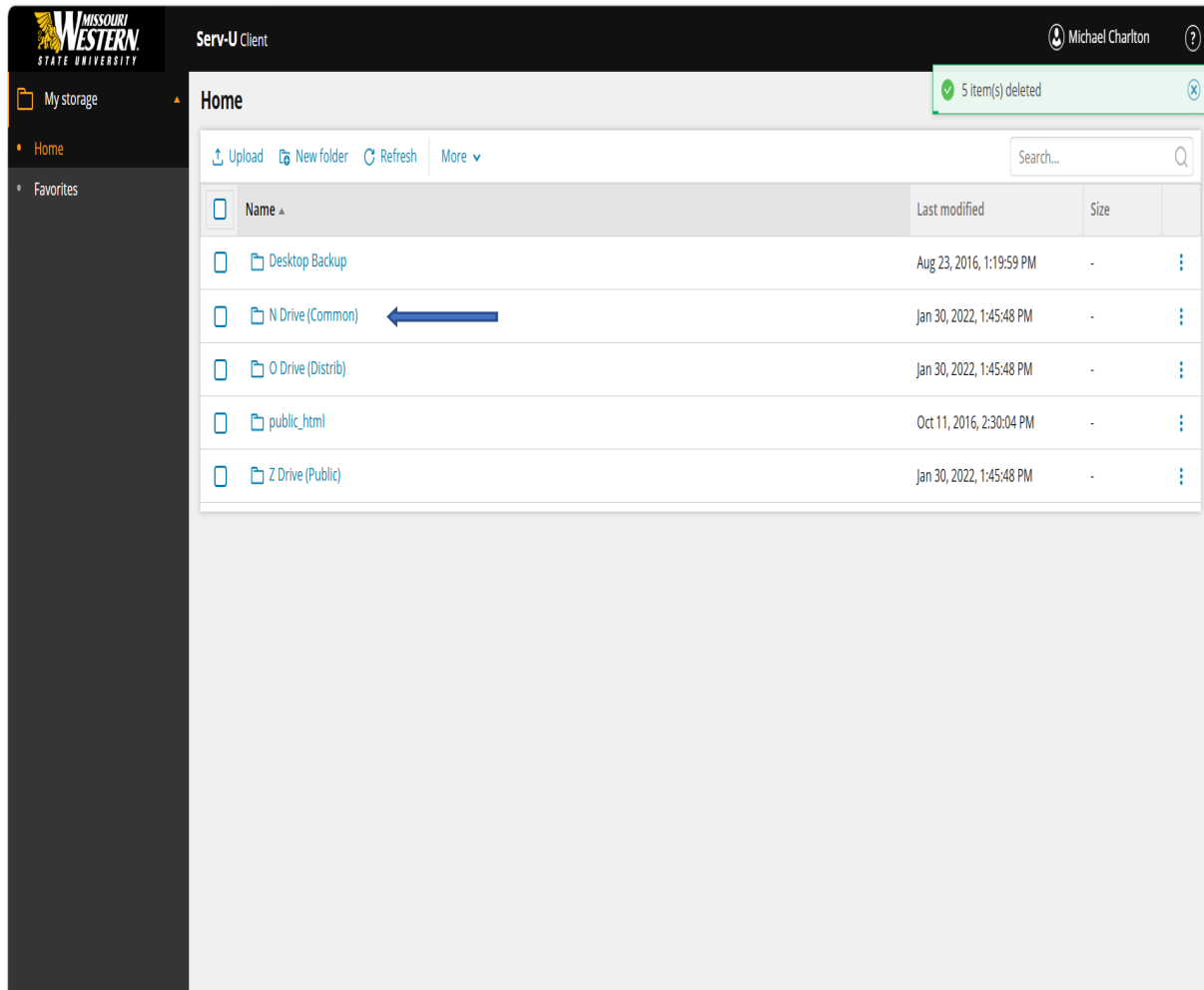
At login, the folder view is of your P: drive.
Other drives appear as virtual folders within your P: drive.
Look for them in the folder listing as follows:

N Drive (Common)
O Drive (Distrib)
Z Drive (Public)

Login ID

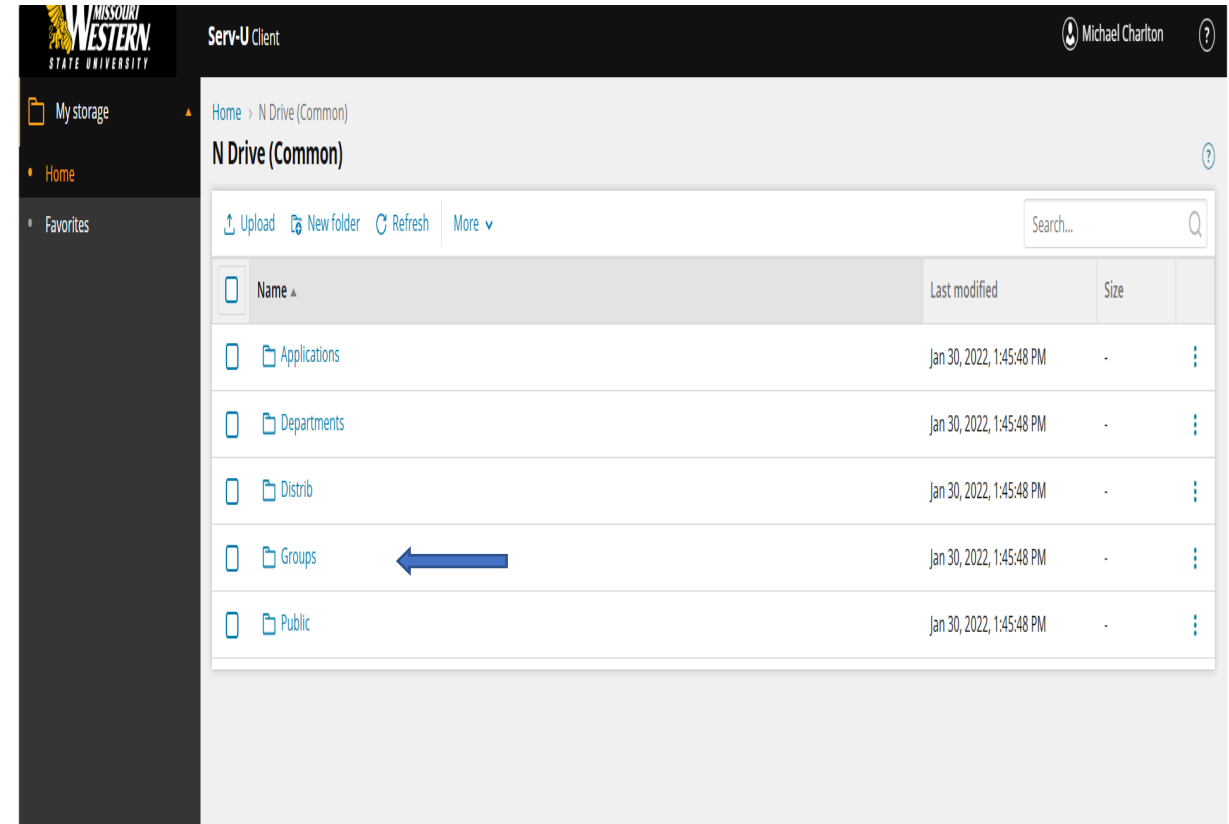
Password

Select N Drive (Common), then Groups



The screenshot shows the Serv-U Client interface. The left sidebar has 'My storage' expanded, showing 'Home' and 'Favorites'. The main area is titled 'Home'. At the top right, a green notification bar states '5 item(s) deleted'. Below the navigation bar, there is a search bar and a table of storage locations. A blue arrow points to the 'N Drive (Common)' entry.

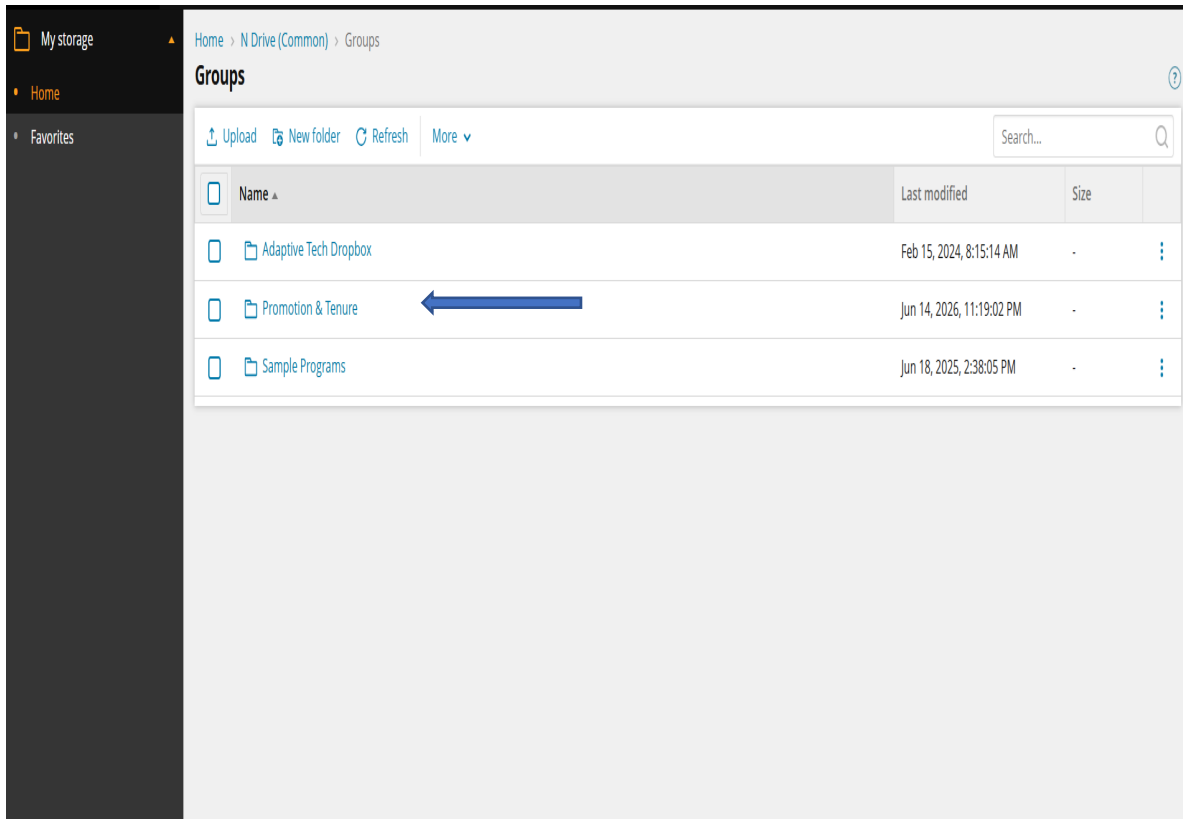
☐	Name ▲	Last modified	Size	
☐	Desktop Backup	Aug 23, 2016, 1:19:59 PM	-	⋮
☐	N Drive (Common)	Jan 30, 2022, 1:45:48 PM	-	⋮
☐	O Drive (Distrib)	Jan 30, 2022, 1:45:48 PM	-	⋮
☐	public_html	Oct 11, 2016, 2:30:04 PM	-	⋮
☐	Z Drive (Public)	Jan 30, 2022, 1:45:48 PM	-	⋮



The screenshot shows the Serv-U Client interface with the 'N Drive (Common)' view selected. The breadcrumb path is 'Home > N Drive (Common)'. The main area is titled 'N Drive (Common)'. Below the navigation bar, there is a search bar and a table of folders. A blue arrow points to the 'Groups' entry.

☐	Name ▲	Last modified	Size	
☐	Applications	Jan 30, 2022, 1:45:48 PM	-	⋮
☐	Departments	Jan 30, 2022, 1:45:48 PM	-	⋮
☐	Distrib	Jan 30, 2022, 1:45:48 PM	-	⋮
☐	Groups	Jan 30, 2022, 1:45:48 PM	-	⋮
☐	Public	Jan 30, 2022, 1:45:48 PM	-	⋮

Select Promotion & Tenure, then the current academic year



My storage

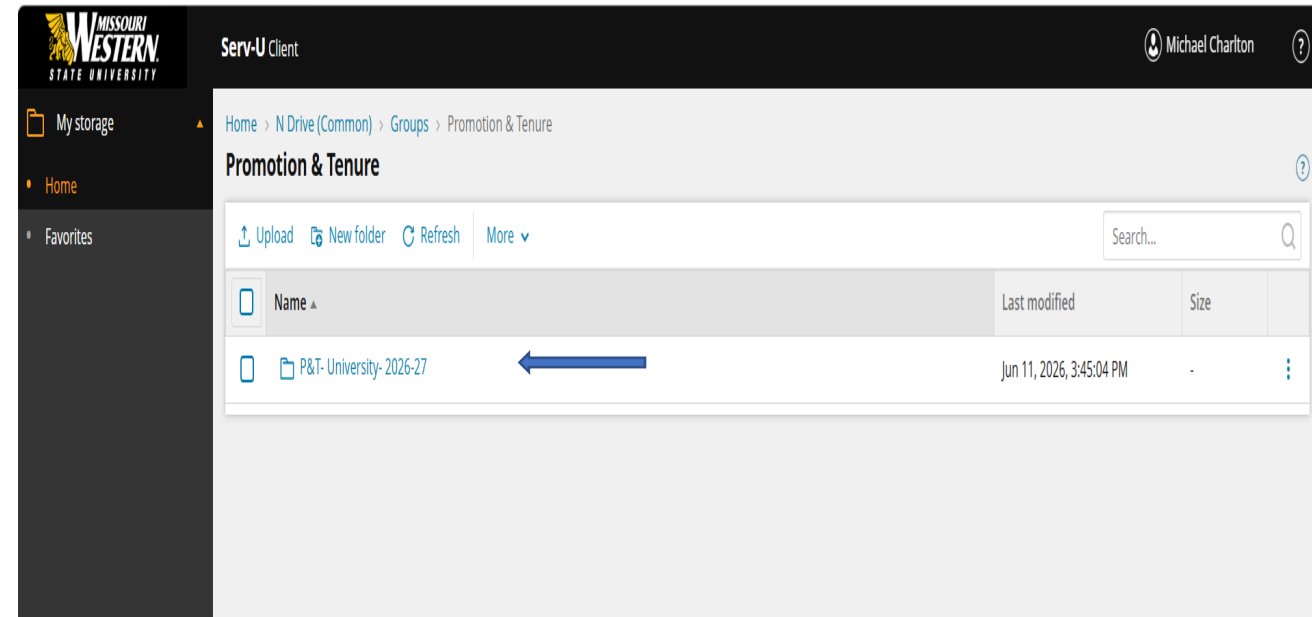
Home > N Drive (Common) > Groups

Groups

Upload New folder Refresh More

Search...

Name	Last modified	Size
Adaptive Tech Dropbox	Feb 15, 2024, 8:15:14 AM	-
Promotion & Tenure	Jun 14, 2026, 11:19:02 PM	-
Sample Programs	Jun 18, 2025, 2:38:05 PM	-



MISSOURI WESTERN STATE UNIVERSITY

Serv-U Client

Michael Charlton

My storage

Home > N Drive (Common) > Groups > Promotion & Tenure

Promotion & Tenure

Upload New folder Refresh More

Search...

Name	Last modified	Size
P&T- University- 2026-27	Jun 11, 2026, 3:45:04 PM	-

- After this point, you go where the faculty member is . . .
- First, select the appropriate college.
- Second, select the appropriate department.
- Third, select the individual faculty member.
- If you can't see that individual faculty member's packet, you may not be assigned to the committee or as a reviewer. Reach out to Regina.

P&T- University- 2026-27

[Upload](#) [New folder](#) [Refresh](#) [More](#) ▼



Name ▲



[P&T- College- Business & Professional Studies](#)



[P&T- College- Liberal Arts](#)



[P&T- College- Science & Health](#)

P&T- College- Science & Health

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Name ▲



[P&T- Dept- Biology](#)



[P&T- Dept- Chemistry](#)



[P&T- Dept- Health Professions](#)

P&T- Dept- Chemistry

[Upload](#) [New folder](#) [Refresh](#) [More](#) ▼



Name ▲



[P&T-](#)



[P&T-](#)



[P&T-](#)

Candidate name

Candidate name

Candidate name

This gets you to the individual candidate's folder. Note the upload button in the top-left. If you are the candidate, you should not see the External Reviews folder.

 Upload

 New folder

 Refresh

More 

☐	Name ▲
☐	Folder Candidate Response to Recommendations
☐	Folder External Reviews
☐	Folder Introductory Materials
☐	Folder Recommendations
☐	Folder Scholarship-Creative Activity
☐	Folder Service
☐	Folder Teaching

Teaching

 Upload

 New folder

 Refresh

More 

☐	Name ▲
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Getting to the N-drive from on-campus/network computer

1. Select File Explorer.
2. Select This PC at the bottom left.
3. Select “Common (N)” drive.

From there, you take the same exact steps as you would in SERV-U:

1. Select Groups.
2. Select Promotion & Tenure.
3. Select the academic year.
4. Select the college.
5. Select the department.
6. Select the candidate.

