



**NEW YORK INSTITUTE  
OF TECHNOLOGY**

College of Osteopathic  
Medicine

# Faculty Instructions for Mahara

(FOR REAPPOINTMENT AND PROMOTION)

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## STEP 1: COLLECT DOCUMENTATION

- On your computer, organize documentation in a folder titled “My Mahara Documents”
- Under “My Mahara Documents,” create a folder for the year (for example, 2024)
- File naming convention in Mahara




- Detailed example for each section (Section name is in **Orange** and File name in **Green** fonts ):
  - 1- **Cover Letter:** 1CL-JD-2024.pdf
  - 2- **Key Accomplishments:** 2KA-JD-2024.pdf
  - 3- **Department Chair's Review & Recommendation:** 3DCRR-JD-2024.pdf
  - 4- **Annual Faculty Report:** 4AFR-JD-2021-ABCD-2024.pdf
  - 5- **Teaching Reviews:** 5TR-JD-Class\_of\_2025-2024.pdf
  - 6- **Evaluation Letters (applies only to promotion candidates):** 6EL-JD\_1-2024.pdf, 6EL-JD\_2-2024.pdf, 6EL-JD\_3-2024.pdf
  - 7- **Supporting Documents:** 7SD-JD-ResearchPublication-Early\_prevention\_of\_diabetic\_retnopathy-2024.pdf
  - 8- **CV:** 8CV-JD-2024.pdf
- Create PDFs by using the **Save as Adobe PDF** feature in MS Word (Web [reference](#))
- Be sure to optimize PDFs (Web [reference](#); if you don't have Acrobat Pro, contact Service Central at ext. 1400)

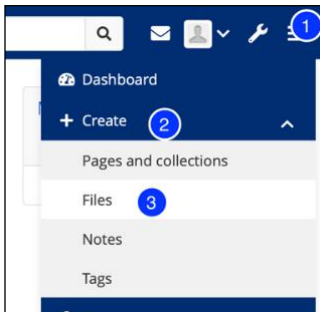
## STEP 2: LOG IN

- URL: <https://www.nyit.edu/mahara>
- Click on the green button and log in using your NYIT email username and email password\*



## STEP 3: UPLOAD FILES TO MAHARA FROM YOUR COMPUTER / FLASH DRIVE

- Click the menu  in the upper right-hand corner → Click **Create** → Click **Files**

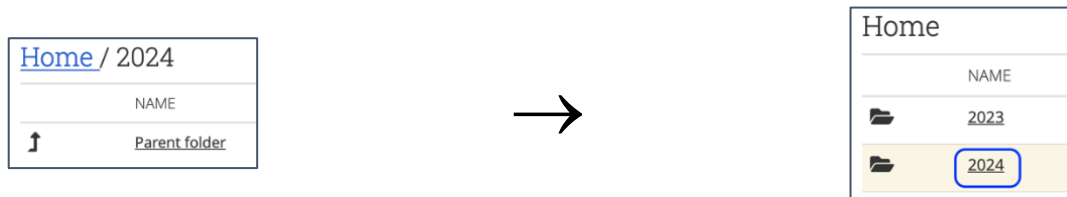


- To organize files efficiently, create a folder based on the year:

Type folder name → Click **Create folder**

A screenshot of the 'Create folder' form. It consists of a text input field containing the text '2024' and a button to its right labeled 'Create folder' with a folder icon.

- To open the newly created folder, click on its name




- To add files, click **Choose Files** → Browse for files\* → Click **Open**

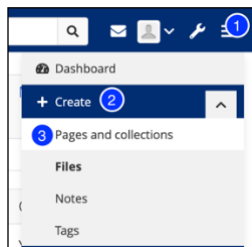
The screenshot shows a file upload interface. At the top, it says 'Upload file'. Below this, there is a 'File' section with a 'Choose Files' button and the text 'no files selected'. Below the button, it says '(Maximum file size: 1.5GB, maximum files to upload: 20)'. To the right of this section is a large dashed box with the text 'Drop files here to upload'.

\*Tip: You can select multiple files when browsing by holding the Shift or Control button on your keyboard and clicking on files

- Be sure to only enter non-confidential information. Don't include personal or confidential information anywhere

#### STEP 4: CREATE A PAGE

- Click the menu  in the upper right-hand corner → Click **Create** → Click **Pages and collections**



#### STEPS TO COPY THE TEMPLATE

- First click the  **Copy** button

- Then, search for **nyitcom** and click on the **Copy page** button. If you don't see it, please reach out to ATG


- Next, enter a new **Page title** and **Page description** (for example, the title can be “Jane Doe, DO – 2024.”)

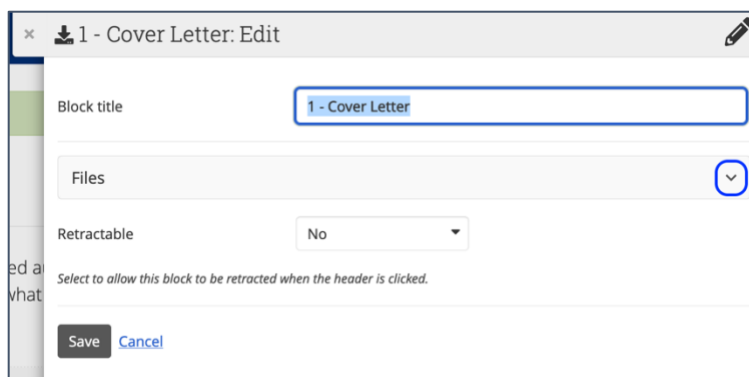



## ADDING FILES TO THE PAGE

- First, click on the **pencil symbol**  next to the appropriate section



- Then open the **Files** section by clicking on the **arrow symbol** 




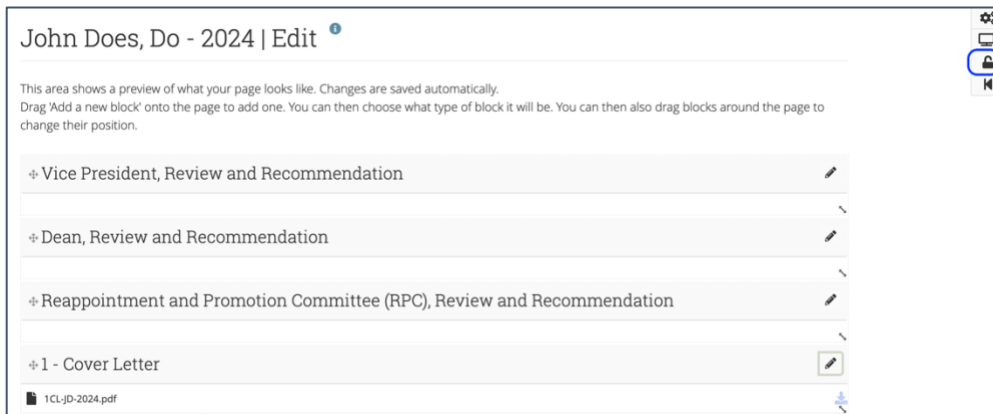
- Under the **Home** heading, locate your current year's folder and open it. Click on the **checkmark button**  next to all the files applicable for the section you are editing



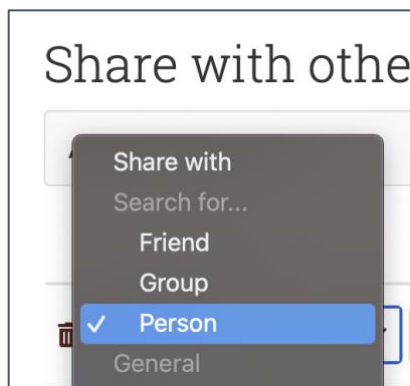
- Repeat the above steps to update all the applicable sections

## STEP 5: SHARE A PAGE WITH ATG AND YOUR CHAIR

- In the upper right-hand corner of the page, click on the **Share Page**  button

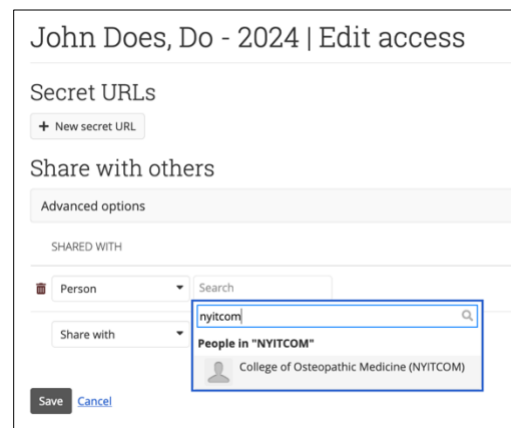


- From the **Share with** drop-down menu, choose **Person**. Choosing **Person** in this step is



very important for your privacy

- Click on **Search** → Click on the search box, then type **nyitcom** → Choose **College of Osteopathic Medicine (NYITCOM)** from the search results
- Click on the next **Share with** drop-down menu and repeat this process. This time, search for **your department chair's email username**





- On the share page, open advanced options by clicking **Advanced options**

In advanced options, make sure **Allow comments** is set to ☐ No and **Allow copying** is set to ☐ Yes

- Make sure to scroll down and click on **Save** to complete the sharing process
- Congratulations! Your page is now ready to be reviewed by your chair. Please notify them that your page is complete

## IMPORTANT REFERENCES

### PROFILE PAGE SECTIONS & RESPONSIBILITIES

***Vice President, Review and Recommendation:*** VPYear-FirstInitialLastName (for example VP2023-JDOE) (uploaded by Dean / VP)

***Dean, Review and Recommendation:*** DRRYear-FirstInitialLastName (uploaded by Dean)

***RPC, Review and Recommendation:*** RPC-RR-Initials (uploaded by RPC)

- 1- ***Cover Letter*** (uploaded by faculty member)
- 2- ***Key Accomplishments*** (uploaded by faculty member)
- 3- ***Department Chair's Review & Recommendation*** (uploaded by faculty member)
- 4- ***Annual Faculty Activity Report*** (uploaded by faculty member)
- 5- ***Teaching Reviews*** – Peer/Student (uploaded by faculty member)
- 6- ***Evaluation Letters*** (\*Only for Promotion Candidates - uploaded by department chair's office; if promotion candidate is a department chair, then the RPC chair needs to upload evaluation letters)
- 7- ***Supporting Documents*** (uploaded by faculty member)
- 8- ***CV*** (uploaded by faculty member)

### RPC COMMITTEE TYPES OF DOCUMENTATION

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#### TEACHING REVIEWS:

- Peer Reviews
- Student Reviews
- CFA evaluations

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#### SUPPORTING DOCUMENTS (SOME EXAMPLES):

- Research Publications
- Published Abstracts
- Journal Publications
- Grants Statement/Documents
- Research Papers

- CME Activity Summary
- Conference Speaking / Presentations / Lecture Series
- Unique Lecture Presentations
- Poster Presentations
- Letter of Acknowledgement
- Certifications
- Case Studies

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COVER LETTER – TEMPLATE:

- Mahara [URL](#) to download the template

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KEY ACCOMPLISHMENTS – TEMPLATE:

- Mahara [URL](#) to download the template

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CV-TEMPLATE:

- CV NYITCOM format (required for RPC) (Mahara [URL](#) to download the template)