

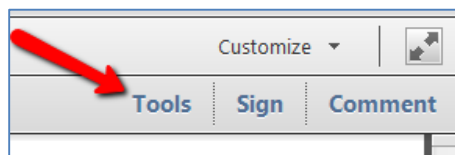
## Instructions for Updating the Vote Summary in Candidate Files

For Local Campus T&P Committees, the Palmetto College Campuses T&P Committee,  
and Administrative Reviewers  
Palmetto College Campuses  
University of South Carolina

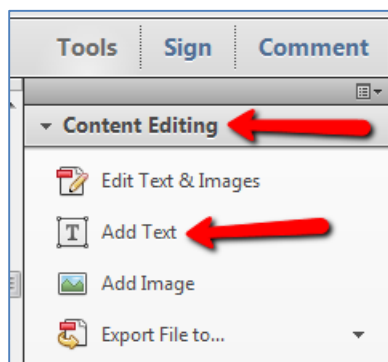
As the chair of a t&p committee or as an administrative reviewer, you are responsible for updating PCCTP-3, the Voting Form, in each candidate file once review is complete. You may use either Adobe Acrobat Professional or the most current version of the free Adobe Acrobat Reader to modify the Voting Form. Once you have completed this process, please see the [Palmetto College Campuses Tenure and Promotion electronic submission website](#) for instructions on how to append committee ballots or administrative vote justification letters before uploading the document for the next level of review.

### Updating the Voting Form in Candidates Files

1. Open the candidate's file in Adobe Acrobat Professional or in the most current version of the free Adobe Acrobat Reader.
2. Navigate to section PCCTP-3, the Voting Form.
3. Select Tools in the Acrobat Pro toolbar, or Fill & Sign in the Acrobat Reader toolbar.



4. In the Pro Tools menu, select Content Editing > Add Text. In Reader's Fill & Sign Tools menu, select Fill & Sign Tools > Add Text.



5. In the Votes and Recommendations chart, click inside the appropriate box to update the vote. You may change font options as desired in the popup Add Text formatting toolbar.



6. Type in the number of votes. Click inside the Date box and type in the date.

VOTES AND RECOMMENDATIONS	PROMOTION			TENURE			DATE
	YES	NO	ABSTAIN	YES	NO	ABSTAIN	
Division Chair (if applicable)							
Associate Dean for Academic Affairs (if applicable)							
Campus Committee Vote	5	1		5	1		11/27/2013
Palmetto College Campus Dean	x			x			12/17/2013
Palmetto College Campuses							

7. Save the document.
8. The final step in the review process is appending the committee ballots or vote justification letter to the candidate file. Instructions for this process are located on the [Palmetto College Campuses Tenure and Promotion electronic submission website](#).