

Accessing the Scholarly Platform

1. Go to app.scholarlysoftware.com or through the waffle icon in the MyHofstra portal.
2. Enter your Hofstra email address.
3. You will be redirected to Hofstra University's Single Sign-On (SSO) page if not logged in. Access using your university credentials.

Navigating the Platform


Once logged in:

- On your Dashboard, click “Begin” to access your evaluation.

It's time to begin your 2026-27 Promotion .
Due September 1, 2026 at 5:00 PM

Begin

- Use the left-hand menu to view all evaluation sections and track progress.
- As you complete a section, check the box labeled “I have reviewed this section” (located at the top or bottom of the section).
- When every section shows a checkmark icon, proceed to the “Review and Submit” tab.

 **Saving Progress:** Your responses autosave as long as you're connected to the internet - no need to manually save.

Adding Activities to Your Dossier

You can input your activities in two ways:

1. Manual Entry

- Click the “Add” button within the appropriate section.
- Fill in the prompted fields manually for each activity.

2. Using AI Paste


- Click the “AI Paste” button next to a relevant section.
- Paste information (e.g., from your CV) into the textbox.
- Click “Submit” - the system will parse the content into appropriate fields.
- Review and edit the results as needed.
- Click “Apply to Profile” to confirm.

 See our [walkthrough video](#) for a step-by-step AI Paste demonstration.

Submitting Your Review

Once all sections are complete:

1. Navigate to the “Review and Submit” section.
2. Carefully review all entered information.
3. Click “Finish my Report” to submit.

 *Need to make changes? No problem! You can still click “Make Edits to My Report” until the final due date - even after submitting. Only candidates have access to their dossier materials until September 1st.*

Support Resources

- **Technical questions about the Scholarly platform:** support@scholarlysoftware.com
- **Questions regarding Tenure Standards, Policies, or Departmental Procedures:** please contact your Department Chair or Dean’s Office
- **All Scholarly questions:** Alison.M.Zorn@hofstra.edu