

**e-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review**  
(to be attached to OIT 20-030, 20-035, 20-040, 20-041 and 20-04x)

**General Guidelines**

The e-portfolio is a professional document that supports your application for tenure, promotion or post-tenure review. It is the candidate's responsibility to justify the case for tenure, promotion or post-tenure review.

Except in curriculum vita, the e-portfolio shall include only materials from the probationary years for tenure, or the previous five years for promotion or post-tenure review. In the case of a post-tenure review that was delayed for a year while the faculty member applied for a promotion that he or she did not receive or delayed for any other reason such as sabbatical leave, materials shall include the previous six years.

E-portfolio folders are located on the T: drive in the "Faculty E-Portfolios" folder

The required file format is a single bookmarked PDF, such as those made in Adobe Acrobat Pro or equivalent software such as open source LaTeX.

The e-portfolio is intended to be a stand-alone document. Occasionally, outside hyperlinks may be appropriate, but should be made only to stable content that is not subject to change, either by the candidate or anyone else, during the review period.

It is recommended that candidates consider the resolution and size of scanned files. If a technical problem ever arose, it would be up to the candidate to resolve that without a deadline extension.

**Additional Guidelines:**

- Materials should be clearly dated and labeled.
- Materials should be referenced to the appropriate bookmarks, or uploaded to the appropriate section folder.
- Orient pages for ease of viewing. Number and order all pages.
- Maintain a back-up copy of all files.

## **Required Sections**

**Section I – Personal Assessment:** a reflective narrative that introduces the e-portfolio and provides a context for the candidate’s achievements in relation to the criteria for promotion, tenure, or post-tenure review. In this narrative, candidates may describe their teaching philosophy, professional vision, and accomplishments in relation to instruction, professional development, institutional service, and professionally-related public service. Candidates may also discuss the interrelationships and the setting of priorities among these areas. The Personal Assessment shall be limited to not more than 12 pages, single-spaced.

**Section II - Standardized Assessment** shall include

- Curriculum vita, including faculty rank and years of experience
- Copies of Annual Performance Evaluation forms
- Student numerical evaluation summary printouts
  - Organize Student Numerical Evaluation (SNE) summary printouts (either by term/year or by course) and bookmark them within a single file.
- Student load statistics for all classes taught
- Documentation of any credit granted toward time in rank and/or tenure as part of the initial appointment

## **Section III – Supporting Documentation**

This section shall include relevant documents referenced in previous sections, clearly organized, labeled and dated. Do not include any documents unless they are explicitly referenced in your personal narrative or elsewhere in Section I or II.

It is appropriate to be representative, not exhaustive, in the materials included in this section. For instance, examples of curriculum development are encouraged, but copies of every new assignment or handout created in the past five years should not be included. Similarly, if the candidate has published a book, it would be appropriate to include the table of contents and a representative chapter, but not the entire book.

Section III is typically 100 to 250 pages, and is limited to no more than 400 pages. Making an extremely long Section III may indicate a need to edit and be more selective.

Approved by Faculty Senate on 12/10/03; Revised 12/7/10; Revised 3/6/13; Revised 11/4/14;  
Revised 6/6/17