

Tenure and Promotion Committee Guidelines for Electronic Portfolios

Use D2L Brightspace to create the ePortfolio. Faculty members must contact the Faculty Development Center to request a D2L course shell in which to create their portfolio.

When the D2L Brightspace portfolio course shell is created, it will follow the Tenure and Promotion Committee's approved template. ***Portfolios created using previous versions of the template should be revised to match the current template.***

The opening page of your portfolio should include an announcement with the following information:

- Your name and the Division in which you teach
- Purpose of the application - whether tenure or promotion
- Date of hire/date of last promotion
- Current Level
- Years of service at current level
- Level requested (for promotion)
- Degrees earned

Applications for Tenure must include links to the following items in this order:

- Optional: statement or cover letter
- Current Curriculum Vita or resume
- All Faculty Evaluation Forms since date of hire (in chronological order)
 - Supporting materials, i.e. sample syllabus, sample assessments, etc. are not needed.
- Student evaluation summaries (instructor profiles) for all courses taught since date of hire (in chronological order)
- Bulleted list of service to institution, community, and/or discipline, with dates included.

Applications for Promotion must include links to the following items in this order, for each level:

- Statement regarding application for promotion
- All Faculty Evaluation Forms since date of hire or last promotion (in chronological order)
 - Supporting materials, i.e. sample syllabus, sample assessments, etc. are not needed.
- Student evaluation summaries (instructor profiles) for all courses taught since date of hire or last promotion (in chronological order)
- Approved/signed Professional Development Plan(s)
- Evidence to support completion of approved professional development (transcripts, CEU certificates, etc). Note: official transcripts of coursework must be submitted to Human Resources department before promotion is finalized.
- Bulleted list of service to the institution and relevant work outside the institution (see CBA 10.1 I. 1., a-m), with dates included.

Once the portfolio is complete and ready for review, faculty members are responsible for adding all Tenure and Promotion committee members as evaluators to the portfolio under Classlist> Add Participants. Instructions are available on the [eLearning tutorials page](#) on the GFCMSU website.

Portfolios must be submitted by the deadlines established in the Tenure and Promotion Procedures.