

Tenure and Promotion Guidelines for Electronic Portfolios

Use an electronic portfolio package to develop the portfolio. Examples: Google Sites e-portfolio, Weebly, etc.

The opening page of your portfolio should include 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:

- Current Curriculum Vita or resume
- All Administrative faculty Evaluations since date of hire (in chronological order)
- Student evaluation summaries for all courses taught since date of hire (in chronological order)

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

- All Administrative Evaluations since date of hire or last promotion (in chronological order)
- Student evaluation summaries for all courses taught since date of hire or last promotion (in chronological order)
- Approved/signed Professional Development Plan
- 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.
- List of service to the institution and relevant work outside the institution (see CBA 10.1 I. 1., a-m)

Submit the link to your e-portfolio to the Tenure and Promotion Committee Chair with access provided to all committee members. For consideration, portfolios must be submitted by the deadlines established in the Tenure and Promotion Procedures.