

Great Falls College Montana State University
Tenure and Promotion Handbook



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

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Purpose

This handbook serves two broad purposes, with the ultimate goal of making the tenure and promotion process more transparent:

1. To help faculty members navigate the tenure and promotion process.
2. To assist the Tenure and Promotion Committee in the portfolio evaluation process.

Scope

This handbook serves as a guide for the development and evaluation of professional development plans (PDPs) and tenure and promotion portfolios, as described in the Collective Bargaining Agreement (CBA) which is the governing document. All tenure appointments and promotion decisions ultimately rest with the CEO/Dean.

Questions regarding a faculty member's eligibility for tenure and/or promotion should be directed to Human Resources. Questions regarding the application process, portfolios, professional development plans, and all other tenure and promotion concerns should be directed to the Tenure and Promotion Committee Chair.

Authority

Articles 9.1 (Tenure) and 10.1I (Level Definition and Threshold Criteria for Promotion) of the [Montana Two-Year College Faculty Association CBA](#), Great Falls College MSU [policy 203.1](#) and Great Falls College MSU [procedure 203.1.1](#) provide the basis for this document and define the contractual obligations, policies, and procedures that apply to the tenure and promotion process.

Overview of the Tenure Process

Article 9.1 of the [Collective Bargaining Agreement](#) details the requirements to achieve tenure. See the current CBA for complete information. See the [Tenure and Promotion Procedure 203.1.1](#) for additional information regarding the tenure process, as the information below is a brief overview.

Timeline for Tenure

No Later than May 1 – Notification of Candidacy for Tenure

Each candidate eligible for tenure will be notified by the Academic Affairs Coordinator. The Committee Chair will receive notification of the candidate's service-time qualifications from the Executive Director of Human Resources.

September 20 – Candidate Portfolio Due

Each candidate for tenure will provide each member of the Tenure and Promotion Committee and the CEO/Dean access to an electronic portfolio. Once access is available, the candidate should notify the chair of the committee via email. Portfolios may be submitted no earlier than the last contract day of the preceding academic year and no later than September 20.

November 15 – Committee Recommendations to the CEO/Dean

Once the Committee reaches a decision, the Chair will notify the candidate of that decision in writing without revealing an exact vote count. The Chair will then provide the CEO/Dean with an executive summary or tenure recommendations. The Committee will not provide an explanation for a negative tenure recommendation.

January 15– CEO/Dean’s Official Notification

For tenure applications, the CEO/Dean will notify the candidate, with a copy to the Committee Chair, of their recommendation. The CEO/Dean will forward tenure recommendations for approval by the Regents through their established processes so that the tenure becomes effective the following academic year.

Overview of the Promotion Process

Article 10.1 H-J of the [Collective Bargaining Agreement](#) details the requirements for promotion increases. See the current CBA for complete information. See the [Tenure and Promotion Procedure 203.1.1](#) for additional information regarding the promotion process, as the information below is a brief overview.

Faculty members are responsible for keeping track of their promotion eligibility. Human Resources will not notify faculty of their eligibility to apply for promotion.

Timeline for Promotion

February 15 – Candidate Promotion Portfolios Due

Each candidate for promotion will provide each member of the Tenure and Promotion Committee and the CEO/Dean with access to an electronic portfolio. Once access is available, the candidate should notify the chair of the committee via email. Faculty may apply for promotion during the year in which they meet the eligibility criteria.

March 15 – Committee Recommendations to the CEO/Dean

Once the Committee reaches a decision, the Chair will notify the candidate of that decision in writing without revealing an exact vote count. The Chair will then provide the CEO/Dean with an executive summary of promotion recommendations. In the event of a negative promotion recommendation, the candidate may request a meeting with the Tenure and Promotion Committee to discuss reasons for the negative promotion recommendation.

April 1 - Candidate Appeal Process

The candidate will have until April 1 to respond to the Chair in the event of a negative promotion recommendation and request a meeting with the entire Committee to discuss the decision.

April 15 – CEO/Dean’s Official Notification

For promotion applications, the CEO/Dean will notify the candidate, with a copy to the Committee Chair, of their decision. The candidate will have ten working days to respond in writing to the CEO/Dean in the event of a negative promotion decision.

Professional Development Plans

What is a Professional Development Plan? Why do I need one?

The [Professional Development Plan \(PDP\)](#) is the document used to indicate what professional development activities faculty members have completed, or will complete, in order to meet promotion requirements.

The PDP helps faculty gain approval for professional development and serves to track progress toward promotion.

Prior approval is recommended. Professional development activities not listed on an approved PDP are not guaranteed to apply to promotion applications.

PDPs must be discussed with the faculty member's Division Director and are approved by the Tenure and Promotion Committee. Once approved, the professional development activities on the PDP are permanently accepted, as long as faculty provide evidence of these activities in their promotion application.

When should I complete and submit a Professional Development Plan?

When possible, PDPs should be submitted prior to participating in professional development activities. It is, however, acceptable to submit PDPs after participating in professional development, with the understanding that approval is at the discretion of the Division Director and the Tenure and Promotion Committee.

Plans may be created and submitted as frequently as needed, but the Tenure and Promotion Committee only reviews plans twice per year. Faculty will likely have multiple PDPs as they progress toward each level of promotion.

New plans should include only professional development that has not previously been submitted for approval. Any changes to professional development previously approved by the Tenure & Promotion Committee would be communicated in the application for promotion.

What is the PDP submission/review process?

1. Faculty members complete the PDP form.
2. Faculty members review the PDP form with their Division Director. If the Division Director has questions regarding activities included in the Professional Development Plan, the Division Director should consult with the Tenure and Promotion Committee Chair.
3. Faculty members submit their completed, signed professional development plans to the Chair of the Tenure and Promotion Committee via Docusign. See [Appendix A- Instructions for Using Docusign](#)

- a. Submission deadlines are Sept. 20 for fall and Feb. 15 for spring.
 - b. **Evidence supporting completion of professional development activities does not need to be submitted with the PDP form.** Faculty should retain evidence of professional development completion for submission with their promotion portfolios.
4. The committee reviews and approves the PDP form. If the Committee has concerns regarding activities included in the Professional Development Plan, the Committee Chair will contact the faculty member and Division Director.
 5. Upon approval from the committee, the Committee Chair will sign the PDP form in Docusign. A scanned copy is retained by the Committee. Faculty are responsible for retaining their PDP forms and evidence supporting completion, as well as tracking their total professional development hours.
 6. Faculty members who are submitting a significant number of professional development items may want to attach the [Professional Development Tracking Form](#) to the PDP form. This form is used as part of the promotion portfolio to compile all professional development activities.

Completing the Professional Development Plan

All relevant sections of the PDP should be completed in Docusign (See [Appendix A- Instructions for Using Docusign](#))

Coursework section

- List one-time training experiences here.
- Coursework that is not part of a degree or certificate program should be listed here.
- Coursework that is part of a degree or certificate program may be listed here **if the program will not be completed prior to promotion.** Do not list coursework that is part of a degree or certificate program if the program will be completed prior to promotion.
- Hours are calculated as the actual number of hours spent on the professional development activity.
 - Travel time, meals, breaks, and optional social hours should not be included in the hourly calculation.
 - Academic credit hours should be converted using the formula 1 credit = 30 professional development hours.
 - Published writing should be converted to professional development hours using the formula in [Appendix B](#)
 - Preceptor hours should be converted to professional development hours using the formula in [Appendix C](#).
- Complete the column labeled “How does this support your work at the college or professional growth?” to facilitate conversations with the Division Director. If it is not clear how a professional development activity supports your work at the college, additional documentation may be required.

Degree program section

If **all** credits from a degree or certificate program will be used for promotion, list the program in the degree/certificate section and **not** in the “Coursework/Individual Trainings” section. If selected classes will be used for promotion, list those classes individually and do not use the degree/program section of the form.

Signature section

Faculty should sign their PDP and indicate the number of hours submitted on that PDP. Do not include hours previously submitted.

Faculty should discuss the PDP with their Division Director and secure the Division Director’s signature prior to submitting the PDP to the Tenure and Promotion Committee for review.

Examples of Acceptable Professional Development

Because the Professional Development Plan (PDP) is highly individualized, faculty members should work closely with their Division Director to determine the best path toward promotion.

The [Collective Bargaining Agreement](#) Article 10.1.1.4 provides the following guidance regarding professional development:

Activities include experiences that advance a faculty member's professional (educational and occupational) skills, knowledge, and abilities, and experiences that maintain a faculty member's currency with technology and practices in education and/or the occupation(s) for which they prepare/educate students for employment or further education. Participation in these experiences usually results in curricular changes or increased teaching effectiveness. These experiences are usually gained through participation in activities such as, but not limited to: college coursework; business and industry-conducted training; professional organization workshops and conferences; seminars; etc.

Should the faculty member and their Division Director disagree on the inclusion of professional development activities, the Division Director and faculty member may discuss the activities with the Tenure and Promotion Committee Chair. If further mediation is required, the faculty member may enter an appeals process with the CEO/Dean.

The following is a list of examples of typically acceptable types of professional development. **This is not an exhaustive list.**

- Degree and certificate programs

- Undergraduate- and graduate-level coursework meeting the guidance provided by CBA Article 10.1.1.4 (above)
- Trainings offered through the Teaching and Learning Center related to instruction or student support
- Asynchronous training modules
- Mandatory training required by the campus that relates to instruction or student support (not including compliance training—see below); e.g., Indian Ed for All, assessment training
- Conference attendance
- Presentations:
 - First time presenting: faculty members may claim up to three times the presentation length as professional development hours plus the actual presentation time
 - Subsequent presentations: faculty members may claim the presentation length plus one hour of preparation time
- Training required for program accreditation
- Training required for maintaining professional licenses or certifications, e.g., CPR training for healthcare areas
- Serving in a leadership capacity (e.g., on a board or advisory committee) of a professional organization related to one's instructional area
- Participation in webinars related to one's instructional area
- Publication of a manuscript or article ([Appendix B](#))
- Leading off-site campus activities with students (e.g., community performances, attending conferences with students) that go beyond the requirements of assigned courseloads

Examples of Unacceptable Professional Development

The following is a list of examples of activities that are typically unacceptable for the purpose of professional development. **This is not an exhaustive list. Faculty should work closely with their Division Director to determine the best path toward promotion.**

- Mandatory compliance training, e.g., equity training, Title IX, sexual harassment, cybersecurity
- Committee work (may count as service to the college)
- Appointed positions, e.g., department chair
- Volunteer work, on campus or off (may count as service to the college or community)
- Preparation for graduate degree comprehensive exams and/or time spent writing a thesis or dissertation
- Entrepreneurial ventures and side work/second jobs

Portfolios

Faculty portfolios must be built in Canvas. These portfolios serve multiple purposes and will be used for faculty evaluation, tenure application, and promotion application.

Faculty members must contact the Teaching and Learning Center to request a Canvas course shell in which to create their portfolio. The portfolio template course is entitled ePortfolio Template for Faculty Evals, Tenure, and Promotion

When a portfolio course shell is created, it will follow the Tenure and Promotion Committee's current approved template. ***Portfolios created in D2L Brightspace that have been imported into Canvas need to be edited by changing the homepage to comply with the current template. See [Appendix D: Instructions for updating Homepage in Canvas](#).***

Faculty members are responsible for seeking support from the appropriate campus resources. The T&P chair will answer questions regarding content, but faculty should work with the Teaching and Learning center for technical issues, including Canvas course shell set up.

Completing the portfolio

Each portfolio must contain the required components for each type of portfolio submission (evaluation, tenure, or promotion application). Any portfolio modules that are not applicable to the faculty member's current portfolio submission may be hidden from view.

All Portfolios

The home page of the portfolio must include the following information in an announcement:

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

Faculty Evaluation (in Modules)

Faculty should follow the guidelines set by the [faculty evaluation handbook](#) each year. All required components for annual evaluations should be included in the "Faculty Evaluation" section of the portfolio.

Materials submitted as part of the faculty evaluation process may also be needed for future applications for tenure and promotion. Use the portfolio to store all faculty evaluation documents so that the required materials can easily be linked or copied to the tenure and promotion sections of the portfolio as needed.

Promotion Applications (in Modules)

Promotion applications should include the following submodules within the portfolio:

- Cover Letter & CV/Resume
 - Cover letter
 - CV/resume
- Signed Faculty Evaluation Forms
 - Include all forms since date of hire or last promotion (in chronological order)
 - Supporting materials, e.g., sample syllabus, sample assessments, are not needed.
- Student evaluation summaries
 - Include the summarized reports for all courses taught since date of hire or last promotion. Summary reports from 2018 or later can be accessed from [Campus Labs](#). Print the reports to a PDF file and upload them to the portfolio.
 - Student evaluations should be stored in chronological order e.g., Fall 2021, Spring 2022, Summer 2022)
- [Professional Development Tracking Sheet](#)
- Evidence to support completion of approved professional development
 - May include transcripts, CEU certificates, proof of completion or attendance, conference agenda, etc.
 - Note: official transcripts of coursework must be submitted to the Human Resources department before promotion is finalized.
- Approved/signed Professional Development Plan(s)
- Bulleted list of service to the institution and relevant work outside the institution (see CBA 10.1 I. 1., a-m), with dates included.

Tenure Applications (in Modules)

Tenure applications should include the following submodules within the portfolio:

- Cover Letter & CV/Resume
 - Cover letter
 - CV/resume
- Signed Faculty Evaluation Forms
 - Include all forms since date of hire (in chronological order)

- Supporting materials, e.g., sample syllabus or sample assessments, are not needed.
- Student evaluation summaries
 - Include the summarized reports for all courses taught since date of hire or last promotion. Summary reports from 2018 and later can be accessed from [Campus Labs](#). Print the reports to a PDF file and upload them to the portfolio.
 - Student evaluations should be stored in chronological order e.g., Fall 2021, Spring 2022, Summer 2022)
- Bulleted list of service to the institution, community, and/or discipline, with dates included.

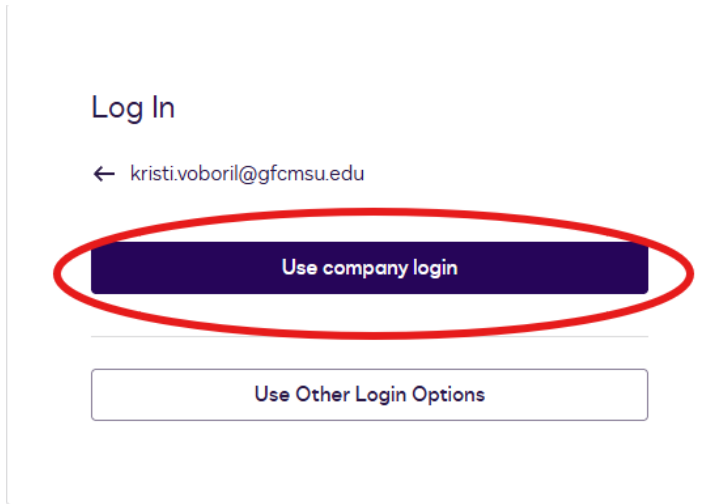
Submitting the portfolio

Once the portfolio is complete and ready for review, faculty members are responsible for adding all Tenure and Promotion committee members and the CEO/Dean to the portfolio. A list of current committee members can be found on the [committee webpage](#). To add members to the portfolio in Canvas:

- Go to People
- Click the +People button
- Add the email addresses for each committee member
- Select the Observer role
- Click Next to review the Changes
- Click Add Users to complete the process

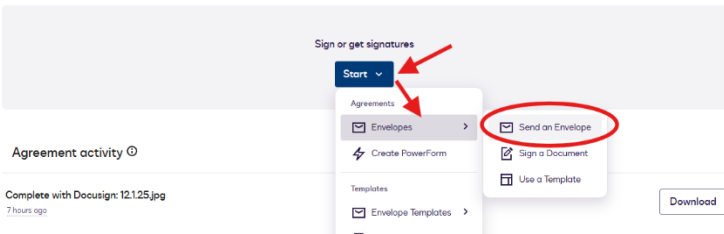
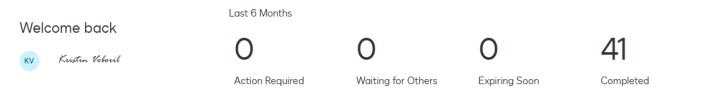
For applications for tenure, faculty members should notify the Tenure and Promotion Committee chair via email that the portfolio is ready for review between the first day of the fall semester and the September 20 submission deadline. **For applications for promotion**, the faculty members should notify the Tenure and Promotion chair via email that the portfolio is ready for review between the first day of the spring semester and the February 15 submission deadline.

Appendix A- Instructions for Using DocuSign

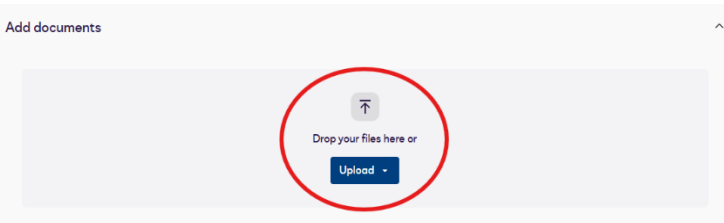


Log in using company log in

Hit the "Start" and hit the drop downs until you see "send an envelope"



Upload your PDP document or drag and drop the document into the box



Add recipients

Set signing order [View](#) [Bulk send](#) **NEW**

Set a signing order so the document goes to the right people at the right time.

Set signing order [View](#) [Bulk send](#) **NEW**

1
Name * Needs to Sign Customize

Email *

2
Name * Needs to Sign Customize

Email *

3
Name * Needs to Sign Customize

Email *

[Send Now](#) [Next](#)

Add your signers emails in the order they are on the form.
Yourself as the first signer
Division Director
T&P Committee Chair

After all emails are entered, hit next.

Convert PDF form fields

What would you like to do?

Assign to:
-- Select Recipient --

Keep PDF form data

Delete data

PDF form data is preserved and read-only on the envelope; data cannot be edited.
[Learn More](#)

[Confirm](#)

The box to the left will pop up. Select to keep the PDF form data and confirm.

Kristin Vobari

- Kristin Vobari
- Dr Leanne Frost
- Elife Neber

Faculty Signature Tot

I have reviewed the Professional Development Plan presented above.

Division Director

The Tenure and Promotion Committee has reviewed the Plan presented above.

Number of Approved Professional Development Hours: _____

Tenure and Promotion Committee Chair

Faculty Signature Total Number of Hours Submitted:

I have reviewed the Professional Development Plan presented above.

Division Director Date Signed

The Tenure and Promotion Committee has reviewed the Plan presented above.

Number of Approved Professional Development Hours: _____

Tenure and Promotion Committee Chair Date Signed

SAVE AS CUSTOM FIELD

DELETE

Back **Send**

On the left hand side of your screen there is a drop down of the people you added as signers. Select the signer and drag and drop the box to the appropriate line.

It should look something like that.

Proof your document and when you are ready, send for signature. You will get a notification as each person signs and when the document is complete. You can save the finalized version with all signatures for your files.

B: Converting Published Work into Professional Development Hours

Hours will be granted based on word count, not page count. Words counted include only words that appear in the published product.

All writing under 1,200 words (e.g., feature article, essay, poem) will be granted 10 hours of work. All writing over 1,200 words will be granted 1 hour of work per 125 words or ($= \text{Total words} * .008$). In the event that the total hours is not a whole number, the total hours will be rounded up. Co-authoring materials may lessen the number of professional development hours granted per word.

Published work must be related to the faculty member's instructional area. The writer might have to defend this relationship.

The work must be published by a nationally recognized academic or commercial press; small presses should belong to a professional organization (e.g., PubWest). Work may be published online or digitally. The writer may have to defend the credibility of their publisher and venue. They may also have to disclose of any perceived conflicts of interest with their Publisher.

Appendix C: Converting Preceptor Hours into Professional Development Hours

Faculty serving as preceptors will be awarded a flat rate of **1.25 professional development hours** for every hour of verifiable preceptor activity.

Scope of Eligible Activities

This includes, but is not limited to:

- Direct clinical teaching and supervision of preceptees.
- Reviewing and signing of preceptee evaluations.
- Documenting preceptee progress.
- Providing formal preceptee feedback sessions.
- Participating in meetings with college faculty.
- Completing any required formal preceptor training sessions.

Documentation Requirements

To receive professional development credit, faculty must accurately **track all hours on a log form** that includes the date, the specific preceptor activity performed, and the time spent on the activity.

Rationale

This higher conversion rate acknowledges that the preceptor role is not passive but constitutes active clinical instruction. The work involves high-level professional skills, including **real-time clinical problem-solving, professional modeling, and intensive one-on-one teaching**, which enhances the skills of both the faculty preceptor and the preceptee.

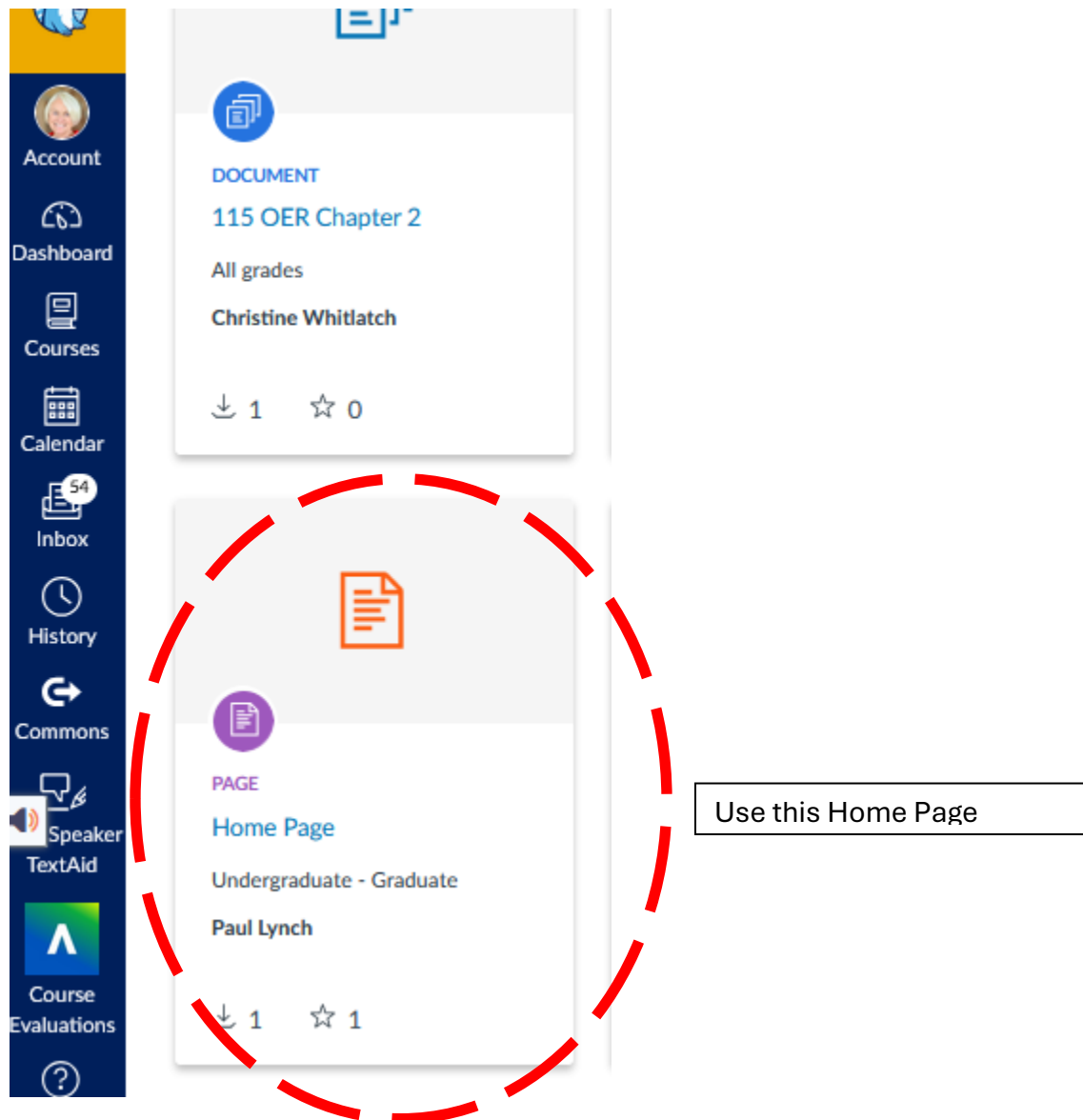
Appendix D: Instructions for updating e-Portfolio Homepage in Canvas

Note: This applies only to faculty whose start date was prior to Fall 2025 and had their e-Portfolio imported from D2L Brightspace to Canvas

Steps for Updating Canvas e-Portfolio:

Step 1- Import the New Homepage Template.

1. **Access the Template:** Open Canvas Commons using this : [Homepage Link](#)



The screenshot displays the Canvas Commons interface. On the left is a dark blue sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox (with a '54' notification badge), History, Commons, Speaker, TextAid, Course Evaluations, and a help icon. The main content area shows two document cards. The top card is a 'DOCUMENT' titled '115 OER Chapter 2' by Christine Whitlatch, with 1 download and 0 stars. The bottom card is a 'PAGE' titled 'Home Page' by Paul Lynch, categorized as 'Undergraduate - Graduate', with 1 download and 1 star. A red dashed circle highlights the 'Home Page' card, and a white callout box with a black border points to it with the text 'Use this Home Page'.

2. **Select Destination:** Click on the **Import/Download** button. A list of your courses will appear; select your e-Portfolio from the menu.

The screenshot shows a web interface for a 'Home Page'. At the top left, there is a 'PAGE' icon and the text 'Home Page'. Below this is a dark blue bar with the text 'Faculty ePortfolio'. Underneath is a 'Welcome!' section with a horizontal line. Below the line, it says 'Edit this page to include the following information:' followed by a bulleted list: 'Your name and the Division in which you teach', 'Purpose of the application -- Tenure, Promotion, or Evaluation', 'Date of hire and date of last promotion', 'Current level', 'Years of service at current level', 'Level requested (required only for promotion applications)', and 'Degrees held'. At the bottom, there is a dark blue bar with the text 'Navigation'. On the right side, there is a sidebar menu with three buttons: 'Import/Download' (highlighted in blue), 'Remove from Favorites', and 'Copy Resource Link'. A callout box with a large arrow points to the 'Import/Download' button, containing the text 'Click Import/Download'. At the bottom of the page, there is a URL: 'gtcmsu.instructure.com/accounts/1/external_tools/224?display=borderless&launch_type=global_navigation'.


3. **Execute Import:** Click **Import into Course** at the bottom of the menu. A banner will appear confirming “You have successfully started the import! It may take a little while to see changes in your course.”

× Import/Download

Import into Canvas

courses

- All
- Developmental Psych (PSYX 230) Sandbox
- Developmental Psychology-180-202630
- Drugs & Society 280-F25
- Drugs and Society-200-202630
- Drugs and Society-280-202630
- Elfriede Neber ePortfolio
- Elfriede Neber Sandbox
- ePortfolio Template for Faculty Evals, Tenure, and Promotion
- Fund of Abnormal Psychology-190-202630

 Import into Course

You have successfully started the import! It may take a little while to see changes in your course.

4. **Locate your e-Portfolio:** Return to your **Dashboard** and select your e-Portfolio

The screenshot displays a user dashboard with a dark blue sidebar on the left containing navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox (54), History, Commons, HeadSpeaker, TextAid, Course Evaluations, and Help. The main content area is titled 'Published Courses (10)'. A red dashed circle highlights four course cards:

- Developmental Psychology-180-2...**
PSYX_230_180
Spring 2026
- Fund of Abnormal Psychology-19...**
PSYX_240_190
Spring 2026
- Elfriede Neber ePortfolio**
D2LEP_ENeber
- GFC-Thriving Together**
GFC-Thriving Together

5. **Open Pages:** Click on the **Pages** link and select **View all Pages**.

Home

IgniteAI Search

Modules

Syllabus

Grades

Announcements

Rubrics

Assignments

Collaborations

People

Discussions

Quizzes

Files

Pages

Outcomes

Course Analytics

Parchment Badges

Panopto Recordings

Insights

View All Pages

Front Page

Published

Assign To

Edit

Home Page

Faculty ePortfolio

Welcome!

Edit this page to include the following information:




























































- Your name and the Division in which you teach
- Purpose of the application -- Tenure, Promotion, or Evaluation
- Date of hire and date of last promotion
- Current level
- Years of service at current level
- Level requested (required only for promotion applications)
- Degrees held

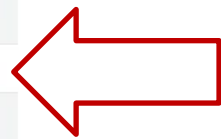
Navigation









- Set New Front Page:** Find the newly imported homepage in the list (It will be listed under your current homepage). Click the **three vertical dots** (options menu) on the right side of the new home page, select the 3 buttons on the right side and select **Use as Front Page**.








Pages

 [+ Page](#) 

Page title	Creation date	Last edit		
<input type="checkbox"/> Administrative Evaluations 	Oct 29, 2024			
<input type="checkbox"/> Campus Resources 	Oct 29, 2024			
<input type="checkbox"/> Canvas for the Instructor: Additional Support 	Oct 29, 2024			
<input type="checkbox"/> Canvas Resources for Instructors 	Oct 29, 2024			
<input type="checkbox"/> Canvas Resources for Students 	Oct 29, 2024			
<input type="checkbox"/> Class Resources 	Oct 29, 2024			
<input type="checkbox"/> Course Calendar 	Oct 29, 2024			
<input type="checkbox"/> Course Evaluation Survey 	Oct 29, 2024			
<input type="checkbox"/> Course Introduction 	Oct 29, 2024			
<input type="checkbox"/> Course Policies 	Oct 29, 2024			
<input type="checkbox"/> Course Summary 	Oct 29, 2024			
<input type="checkbox"/> Cover Letter and Curriculum Vitae/Resume 	Oct 29, 2024			
<input type="checkbox"/> Faculty Evaluation Forms (I-->II) 	Oct 29, 2024			
<input type="checkbox"/> Faculty Evaluation Forms (II-->III) 	Oct 29, 2024			
<input type="checkbox"/> Faculty Evaluation Forms (III-->IV) 	Oct 29, 2024			
<input type="checkbox"/> Grading 	Oct 29, 2024			
<input type="checkbox"/> Home Page  Front Page	Oct 29, 2024	Jan 15, 2025 By Kerry Dolan		
<input type="checkbox"/> Home Page 	Jan 9, 2026			
<input type="checkbox"/> How To: Apply for Promotion 	Oct 29, 2024	Apr 28, 2025 By Kerry Dolan		
<input type="checkbox"/> ...	Oct 29, 2024	Apr 28, 2025		



<input type="checkbox"/> Faculty Evaluation Forms (I-->II) 	Oct 29, 2024			
<input type="checkbox"/> Faculty Evaluation Forms (II-->III) 	Oct 29, 2024			
<input type="checkbox"/> Faculty Evaluation Forms (III-->IV) 	Oct 29, 2024			
<input type="checkbox"/> Grading 	Oct 29, 2024			
<input type="checkbox"/> Home Page  Front Page	Oct 29, 2024	Jan 15, 2025 By Kerry Dolan		
<input type="checkbox"/> Home Page 	Jan 9, 2026			

-  Delete
-  Use as Front Page
-  Duplicate
-  Assign To...
-  Send to...
-  Copy to...
-  Share to Commons

- Verify:** Click **Home** in the course navigation to ensure the new version is displayed correctly.

Page title	Creation date	Last edit
<input type="checkbox"/> Administrative Evaluations	Oct 29, 2024	✓
<input type="checkbox"/> Campus Resources	Oct 29, 2024	✓
<input type="checkbox"/> Canvas for the Instructor: Additional Support	Oct 29, 2024	🚫
<input type="checkbox"/> Canvas Resources for Instructors	Oct 29, 2024	🚫
<input type="checkbox"/> Canvas Resources for Students	Oct 29, 2024	✓
<input type="checkbox"/> Class Resources	Oct 29, 2024	✓

Step 2- Link the Navigation Buttons to Modules

After importing, you must manually link the “Otter” navigation buttons at the bottom of the page to your specific e-Portfolio modules.

- Enter Edit Mode:** On your new homepage, click **Edit** at the top.

Recent Announcements

ePortfolio Template for Faculty Evals, Tenure, and Promotion

Assign To Edit

Faculty ePortfolio

Welcome!

Edit this page to include the following information:

- Your name and the Division in which you teach
- Purpose of the application -- Tenure, Promotion, or Evaluation
- Date of hire and date of last promotion

- Remove Old Links:** Scroll down to the Otter navigation icons. Click on an **Otter icon**, and in the pop-up menu that appears select “Remove Link.”

Edit Home Page


Page Title *

Home Page

Edit View Insert Format Tools Table

28.8px Heading 2 | B I U A | T² | External Link Course Link

Use the navigational links below to access the appropriate module:



Faculty Evaluation Tenure Promotion

4. Select Module: A menu labeled **Add**, will appear on the right side of the page.

Pages > Home Page

Edit Home Page


Page Title *

Home Page

Edit View Insert Format Tools Table

12pt Paragraph | B I U A | T² | Add

Use the navigational links below to access the appropriate module:



Faculty Evaluation Tenure Promotion

Add

Links

Search

Enter at least 3 characters to search

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

5. Expand the **Modules** category and click on the specific module name you wish to link to that icon (for example: link Faculty Evaluation Icon to Faculty Evaluation Module, etc.)

Edit Home Page

Page Title *


Home Page

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² | | | | | | | | | |

Underline

Use the navigational links below to access the appropriate module:



Faculty Evaluation Tenure Promotion

div p img

64 words </> + - ↗

Options Users allowed to edit this page
Only teachers

Add

Links

Search

Enter at least 3 characters to search

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

Modules

Faculty Resources

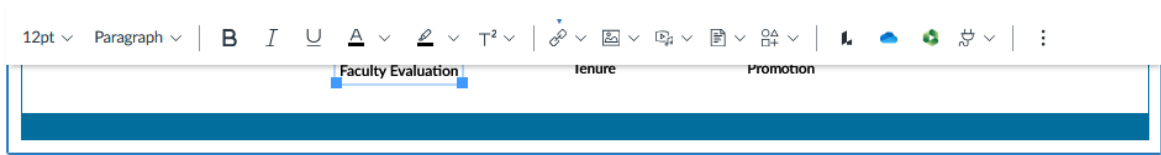
Faculty Evaluations

Promotion Application

Tenure Application

> Course Navigation

- 6. Save and Test:** Scroll down to the bottom of the page and click **SAVE**. To ensure the link is active, click the Otter icon on the live page; it should take you directly to the corresponding module.



div > p > a > img

64 words | </> + - ↶ ⋮

Options

Users allowed to edit this page

Only teachers

Add to student to-do

Publish At

Assign Access

Assign To

Everyone X Start typing to search...

Available from

Time

Clear

Until

Time

Clear

+ Assign To

Notify users that this content has changed

Cancel Save

Troubleshooting & Tips

- **"I don't see the 'Use as Front Page' option":** Ensure the page is **Published** first. Canvas will not allow you to set an unpublished page as the Front Page. Look for the small "prohibited" icon next to the page name and click it to turn it into a green checkmark.
- **"The 'Import' banner appeared, but I don't see the page":** Large imports can occasionally take 1–2 minutes. Refresh your "View All Pages" screen after a moment. If it still doesn't appear, ensure you selected the correct destination course in Step 1.2.
- **"The Otter icons are overlapping or look strange":** If the layout looks broken while editing, try not to drag the icons. If they become misaligned, it is often easiest to delete the broken icon and re-insert it, or simply click "Cancel" to discard the changes and try editing the links again.
- **"My old homepage is still there":** Remember that setting a "Front Page" in the **Pages** menu is a two-step process in some Canvas themes. After selecting "Use as

Front Page," click your **Home** tab. If the old page is still there, look for "**Choose Home Page**" on the far-right sidebar and ensure "**Pages Front Page**" is selected.

If you encounter any issues during this process, please contact the Teaching and Learning Center:

- Paul Lynch paul.lynch@gfcmsu.edu
- Shanel Locke shanel.locke@gfcmsu.edu

Appendix E: GFC Faculty Processes

The diagram presented on the following page illustrates the different processes on campus that relate to employee evaluation and compensation. The Tenure and Promotion Committee oversees the Tenure and Promotion process only. The Evaluation process is completed with the faculty member's Division Director and the Graduate Degree Salary Adjustment is processed through the Human Resources Office.

