

APPENDIX D

INSTRUCTIONS FOR PREPARING THE ELECTRONIC PORTFOLIO

There are four steps involved in preparing an electronic portfolio for review by JPC involving the *candidate*, the *department chair*, the *dean*, and the *Provost's office*. As of Fall 2008, all portfolios submitted for review will be electronic.

THE CANDIDATE

The candidate's role is to create an electronic report for submission to his/her department and dean using the following guidelines and attending to the instructions and parameters included in the box below.

All* materials for promotion will be electronic and entered into the Digital Measures electronic portfolio system. Eventually all faculty will have their activities entered using the fields (categories) specified by the electronic system. However, currently, the following guidelines are in place based on tenure status.

For tenured faculty members: Activities from a minimum of the past three academic years should be entered into the system. In addition, the system allows for a faculty member to post a curriculum vitae representing their work prior to the material entered into the system.

For un-tenured faculty members: All of their activities since their date of hire at UW-L should be entered into the electronic portfolio and they may post a CV that reflects work prior to UW-L.

If a curriculum vitae is included, headings should include the following: Education, Dissertation Title (if applicable), Professional History (work experience), Academic Honors, Fellowships, Grants, Scholarship (Books, Articles, Reviews, Papers, Artistic & Creative Activities), and Professional Activities. Under each heading/subheading, information should be listed in chronological order, single-spaced, with the most recent year first.

Once the candidate has extracted his/her file following the guidelines provided in the box below, he/she will need to edit the file such that the evidence links for teaching, scholarship and service are in order of importance and that the number of evidence links does not exceed 10 per area (see section 5.1.3 for further guidance). Candidates should make sure to remove any duplicate entries.

Syllabi are not included in the count toward teaching. Candidates should make sure that for each course taught in the past six semesters there is only one of the most recent syllabi hyperlinked to the report.

The candidate forwards the file to the departmental promotion committee. Departmental by-laws may indicate additional security or distribution methods.

The candidate may make changes to the portfolio only if the departmental committee recommends changes.

BOX: Guidelines for the inclusion of electronic materials for a promotion candidate's portfolio

These instructions are best understood by a candidate who is generally familiar with the Digital Measures electronic portfolio and most of these instructions would be best followed once logged into the system.

Logging In

Candidates log into the system by entering off the "faculty & staff" webpage off the UW-L homepage or via

<https://www.digitalmeasures.com/login/uwlax/faculty/login/showLoginPage.do>. If needed, a candidate can request a password by clicking on the link at this page.

Entering Activities

Although it is recommended that candidates should enter activities into the system back to the date of their last promotion or date of hire at UW-L (whichever is most recent), all candidates must have at least 3 years of academic work entered into the system via the fields/categories available under "Your Activities." Candidates enter activities using the fields/categories provided. In addition, the candidate can upload (attach/store) files that can be used for promotion evidence. The maximum size for any one file (in any format) linked to the promotion report is 10 MB. There are three primary places in the system where files should be attached for promotion.

Teaching:

- Syllabi should be uploaded under the "store file" function available for each class under "teaching schedule." Course numbers/names and enrollments are automatically entered.
- Teaching evidence should be uploaded under "assessment" – peer evaluations of teaching can be loaded under assessment or as teaching evidence under promotion materials
- Scholarship evidence should be uploaded under intellectual contributions, artistic activities, or presentations. Each has a "store file" function for any independent entry a faculty member makes.
- At the bottom of the "Your Activities" screen there is a component entitled "Promotion." This component is the proper place for any additional evidence not included under other activity categories. The electronic portfolio system allows for a candidate to enter a short descriptive text to be included with each uploaded form of evidence.

Narrative Statements

Candidates should load their narrative statements for teaching, scholarship, and service and a CV (regarding work prior to UW-L or reflecting past work) under the component entitled "Promotion" at the bottom of the "Your Activities" screen in the system.

Format of the Files

Materials reviewed by JPC need to be identical to the materials reviewed by the department and dean.

Therefore, the following guidelines should be followed.

Static materials:

Due to potential changes in web-based materials, static files (files that are permanent and temporally fixed) should be created for all electronic materials. For instance, if a copy of an article is available from the journal's website, the material should be saved to a file, and loaded into the electronic portfolio system. Or, a music file that is on a website should be captured in a smaller form for a sample to be included in the electronic portfolio format.