

10-4-2007 NOTE – there are some changes in red below that have yet to be endorsed by JPC but allow for the reports to work.

A Guide to Faculty Promotions and Portfolio Development at UW-La Crosse

<http://www.uwlax.edu/hr/promo-resources.htm>

Note: Starting Fall 2007, JPC will utilize electronic portfolios. However, for Fall 2007, Fall 2008, and Fall 2009, if a candidate has submitted a portfolio to JPC in the prior 3 years, he/she may choose to submit electronically or use the 1” binder guidelines from before.

These instructions represent “APPENDIX D” from the JPC guidelines available at the website above. Candidates should thoroughly read the guidelines regarding the process and expectations. These instructions are the practical and implementation components.

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.

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

Following the guidelines above, all candidates will have 3 (or more) years of academic work entered into the system through 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.
- **Dynamic web pages** are discouraged and should not be included in the JPC submission. However, it is conceivable that certain items relating to the promotion file are unavoidably contained at web sites that are dynamic (ones that have the potential or need to change over time). In these instances, either (1) a “snapshot” of the website should be saved for submission (creating a static view of the contents), or (2) when a static snapshot is not feasible, the candidate and/or the department should review the contents of the dynamic site and provide a review of the content and the review (not the site) is then submitted into the file. Password protected links are not allowed.
- ***Large items?** In the rare case that the candidate believes that an electronic versions (text, mp3, jpg, etc) cannot capture the nature of his/her work. Reference to the material and a sample or portion of the project should be provided electronically and the candidate can also place the entire work in the Provost’s Office. For instance, a candidate who wishes to include a book should copy the title page, copyright, TOC and a sample chapter for an electronic appendix and provide the book to the Provost’s Office (if necessary).

Extracting the Electronic Report.

The candidate selects “Promotion report - Individual” under run reports and sets dates to include the number of semesters for which the candidate has entered data (must include the last six semesters). Candidate selects Word (~~*.doc not rtf~~) so s/he can manipulate the file and can edit it if needed after departmental response. ~~If possible, candidate should transmit final version in pdf (if possible) or *.doc to the department chair.~~ **The candidate should save the report as an *.html file when all edits are completed.**

HELP? Questions regarding practical information technology matters can be directed to TJ Teegan (IT) or the help desk. Sample types of questions may involve how to create static files from dynamic materials, or how to upload differing file formats. More substantive questions regarding the use of electronic portfolios should be directed to the Provost’s Office.

THE DEPARTMENT CHAIR

- Uploads the promotion materials to the department level. Department Promotion report includes the following:
 - Promotion committee letter
 - Department Chair letter (if applicable)
 - Description of Departments’ SEI and Merit procedures
 - Department’s Statement on Scholarly Activity

- Scanned version of the transmittal form
- Statistical Information on the Candidate – grade distributions (with dept comparisons); workload (with dept, college, university comparisons) and SEI and merit rankings vis a vis the department.
- Selects “Promotion report-Departmental” under run report.
- Double checks that the report contains the appropriate elements from the right dates.
- Forwards departmental report (in pdf*.html version), the candidate report, and the original transmittal form to the Dean (CCed to candidate). The date of the email indicates the receipt of the portfolio.

THE DEAN

- Uploads letter (indicates support or provides reasons for lack of support)
- Transmits candidate and departmental files to the Provost’s Office with email to Candidate and Department Chair.
- Converts all documents to PDF format and stores a copy in a secure place.

THE PROVOST’S OFFICE

- Creates a D2L site containing the documents for the year under consideration. The PVC, faculty intern to the provost, the administrative assistant will be entered as “instructors,” all JPC members will be entered as “students” in the course and will enter the secure D2L site with their 8.4 username and strong password.
- In the D2L creates two master modules – one for “assistant to associate” and “associate to full”
- Creates a module for each candidate with three topics: “candidate’s report” “department report” and “Dean report”
- Notifies JPC members if there are additional non-electronic materials for any of the candidates stored in the Provost’s Office.