

INSTRUCTIONS FOR PREPARING AN ELECTRONIC PORTFOLIO FOR RETENTION (UW-L)

*NOTE: Dates for the recipient of retention materials are available from the administrative calendar off the Administrative website <http://www.uwlax.edu/administration.htm>
http://www.uwlax.edu/provost/pvchome/admin_cal.pdf*

CANDIDATE PROVIDES two electronic reports – saved as .html reports and emailed to the department chair

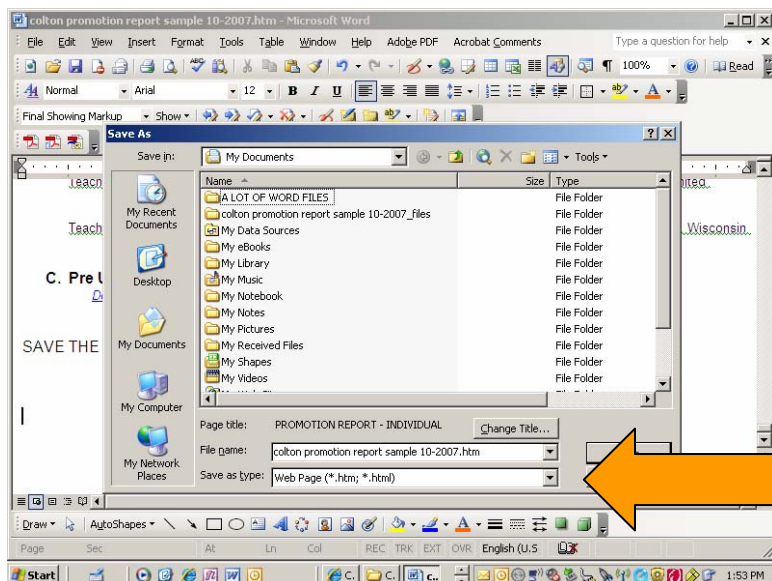
1. A “retention report” of the candidate’s activities (generated from the electronic system *Digital Measures* and representing activities since *date-of-hire* at UW-L as a tenure-trace faculty member) which should include hyperlinks to associated evidence such as:

- Evidence of teaching development activities (e.g., syllabi with learning objectives stated, course assessments, peer evaluations)
- Evidence of scholarship (e.g., copies of presentations, publications, creative activities)
- Evidence of service (e.g., letters or projects associated with department, college, university, and/or professional service).

2. An “annual report” of the candidate’s activities (generated from the electronic system *Digital Measures* and representing activities since *date-of-last review*).

NOTE regarding teaching ASSESSMENT – activities described under individual courses are included as part of the annual report. In addition, a candidate can upload or describe more intensive assessment as part of teaching evidence under “retention” materials.

*Saving as *.html*



DEPARTMENT PROVIDES a single electronic report as a *.html emailed to the Dean's Office.

3. A "retention report – departmental" on the candidate which includes

- The department letter of recommendation with vote
- SEI scores with departmental comparison (since date of hire) and
 - TAI forms from the past six semesters or fewer (if applicable) with SEIs for individual courses noted
- Merit evaluation data (since date of hire)

THE DEAN'S OFFICE

4. Uploads the candidate reports (retention and annual) to the college-specific D2L site

5. Uploads the dean's letter to the same D2L site.

Additional information regarding the *Digital Measures* system for retention is provided in the box below.

BOX: Guidelines for the inclusion of electronic materials for a candidate's retention 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.

Annotated tutorials regarding use of the system are available at

<http://www.uwlax.edu/provost/pychome/eportfolios.htm>.

Entering Activities

Following the guidelines above, all candidates will have entered activities associated with their work back to their date of hire at UW-L using the fields/categories available under "Your Activities." In addition, the candidate can upload (attach/store) files that can be used for evidence. The maximum size for any one file (in any format) uploaded into the system is 10 MB. There are three primary places in the system where files can be attached.

- Teaching:
 - Syllabi can be uploaded under the "store file" function available for each class under "teaching schedule." Course numbers/names and enrollments are automatically entered.
 - Teaching evidence can be uploaded under "assessment" – peer evaluations of teaching can be loaded under assessment or as teaching evidence under materials
- Scholarship evidence can 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 "Retention." 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.
- Optional narrative – if a candidate so chooses the retention area in the program allows for the inclusion of a narrative statement.
- Optional CV - a CV (regarding work prior to UW-L) can be entered under the component entitled "retention" at the bottom of the "Your Activities" screen in the system.

Format of the Files

Materials provided need to be identical throughout the process. 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.

- ***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 provide the entire work to the Dean'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 Dean's Office.

HELP? Questions regarding practical information technology matters can be directed to TJ Teegan (IT) or the help desk. e.