

APPENDIX D

INSTRUCTIONS FOR PREPARING THE ELECTRONIC PORTFOLIO

There are four steps involved in preparing an electronic portfolio for review by IASPC involving the *candidate*, the *department chair*, the *dean*, and the *Provost's office*. 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 progression will be electronic and entered into the Digital Measures electronic portfolio system. (* See "Large Items" exception in Guidelines BOX below) Eventually all IAS will have their activities entered using the fields (categories) specified by the electronic system. However, currently, the following guidelines are in place.

- Activities from a minimum of the past three (3) academic years (6 semesters) should be entered into the system. In addition, the system allows for IAS members to post a curriculum vita representing their work prior to the material entered into the system.
- If a curriculum vitae is included, headings should be included and information under each heading/subheading 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, PD/CA/Sch and/or 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 linked to the report.
- Any entries included with individual courses under Additional Information Regarding Pedagogy for this Course and Assessment of Teaching are not included on the promotion report. Therefore, if the candidate would like the IASPC to consider the information contained in these areas, it should be addressed in the narrative or in one of the evidentiary links.

The candidate forwards the file to the departmental IAS Promotion Committee (as defined by departmental bylaws). Departmental bylaws may indicate additional security or distribution methods.

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

Guidelines for 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 ePortfolio portal (Digital Measures) by entering off the "faculty & staff _ employee resources" webpage off the UW-L homepage or via <https://secure.uwlax.edu/digitalmeasures>.

The candidate's Net ID and password are used to log in to Digital Measures.

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 6 semesters 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 preferred format for these files is PDF. 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.

1. Teaching:
 - a. Syllabi should be uploaded under the "store file" function available for each class under "teaching schedule." Course numbers/names and enrollments are automatically entered.
 - b. Teaching evidence should be uploaded under "assessment" – peer evaluations of teaching can be loaded under assessment or as teaching evidence under IAS Promotion Materials
2. Professional development/creative activity/scholarship evidence should be uploaded under faculty development, intellectual contributions, artistic activities, or presentations, or other appropriate fields. Each has a "store file" function for any independent entry an IAS member makes.
3. At the bottom of the "Your Activities" screen there is a component entitled "IAS Promotion Materials." 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 save their narrative statement for teaching, professional development/creative activity/scholarship, and/or service and an optional CV (regarding work prior to UW-L or reflecting past work) in pdf format and load them into Digital Measures under the component entitled "IAS Promotion Materials" at the bottom of the "Your Activities" screen in the system.

Format of the Files

Materials reviewed by IASPC 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 IASPC 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 Office of the Provost. 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 Office of the Provost (if necessary).

Extracting the Electronic Portfolio.

The candidate selects “ IAS Promotion Report” under run reports and sets dates to include the number of semesters for which the candidate has entered data (from the date of hire or from the date of last promotion – whichever is applicable). The candidate selects Word (*.doc not rtf) so that he/she can manipulate the file and can edit it, if needed, before and/or after departmental response. The candidate should check that all links are active. The candidate should transmit the final version in .html or PDF format to the department chair.

HELP?

Questions regarding practical information technology matters can be directed to the ITS help desk. Questions regarding the use of electronic portfolios (Digital Measures) should be directed to Cari Mathwig Ramseier.

THE DEPARTMENT CHAIR

1. Uploads the promotion materials (in PDF format) at the department level. The department IAS Promotion report should include the following attachments:
 - a. Department IAS Promotion Committee letter.
 - b. Department Chair letter (optional).
 - c. Scanned version of the candidate's position description.
 - d. Scanned version of the candidate's most recent IDP.
 - e. Department's Statement on Professional Development, Creative Activity and Scholarly Activity
 - f. Description of Department's SEI and Merit (or other Annual Review) procedures.
 - g. Scanned version of the Department Promotion Committee Transmittal & Signature Page.
 - h. Statistical Information on the Candidate – SEI and merit rankings vis a vis the department.
2. Selects “IAS report-Departmental” under run report.
3. Double-checks that the report contains the appropriate elements from the correct dates. Any materials linked to this IAS Departmental Report (e.g., Department IAS Promotion Committee letter, IDP, etc.) should be attached in PDF format. The final IAS Departmental Report should then be saved as .html or PDF.
4. Forwards the departmental report, the candidate report and the original Department Promotion Committee Transmittal & Signature Page to the Dean (cc'd to candidate). The date of the email indicates the receipt of the portfolio.

THE DEAN

1. Uploads his/her statement of support.
2. Transmits this, along with candidate and departmental files, to the Office of the Provost with email

cc to candidate and department chair.

3. If the Dean does not support the candidate's application, he/she should provide reasons for lack of support and send an electronic copy of this statement to the candidate and department chair.
4. Converts all documents to PDF format, uploads the entire portfolio to the secure D2L site for IASPC and stores a copy in a secure place.

THE OFFICE OF THE PROVOST

1. Creates a D2L site containing the documents for the year under consideration. The Deans, Associate Vice Chancellor for Academic Affairs, administrative assistant to the Provost and IASPC chair will be entered as "instructors." IASPC members will be entered as "students" in the course and will enter the secure D2L site with their Net ID and password.
2. Creates four master modules in D2L – one for each title series and rank category (Associate Lecturer to Lecturer, Clinical Assistant Professor to Clinical Associate Professor, Lecturer to Senior Lecturer, and Clinical Associate Professor to Clinical Professor)
3. Creates a module for each candidate with three topics: "candidate's report" "department report" and "Dean's report"
4. Notifies IASPC members if there are additional non-electronic materials for any of the candidates stored in the Office of the Provost.

Final comment: Electronic media is a quickly changing arena and it is expected that IASPC will need to review Appendix D on a regular basis. If you feel that the parameters of this electronic portfolio will impede your ability to create your promotion file, you are encouraged to contact the chair of IASPC or the Provost.