

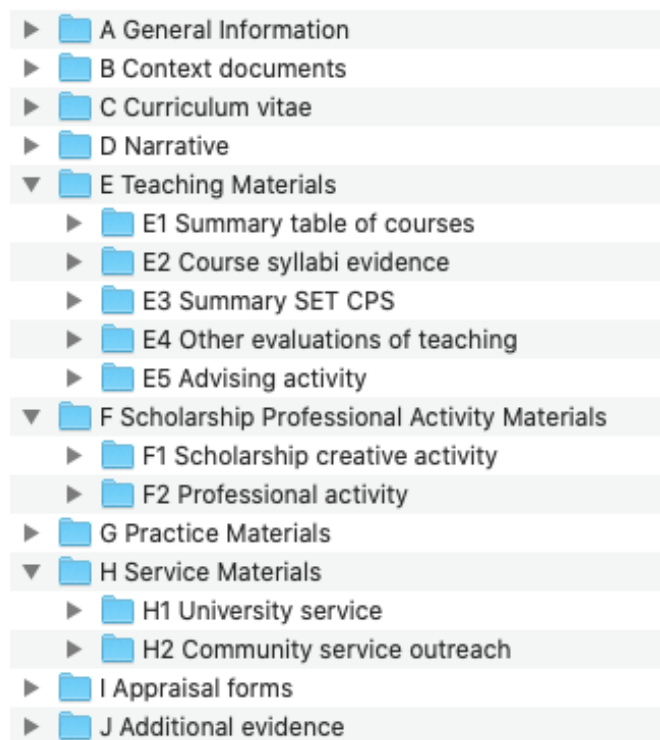
Guidelines for Electronic Submission of the Portfolio

This document is intended to provide guidance on preparing for the electronic submission of the portfolio. Please refer to the **Portfolio Guidelines** and **Portfolio FAQs** documents (available on the Provost's Office [Personnel Decisions webpage](#)) and the [Faculty Handbook](#) (starting on page 42 of the PDF) for information on promotion, tenure, and reappointment and the portfolio contents.

Preparing your portfolio for electronic submission

- Creating a combined, single file with embedded links and bookmarks for the entire portfolio is not required and is an option.
- **Organizing your documents:** The organization of your documents and evidence materials is important to help reviewers navigate the portfolio materials. Organize your documents according to the portfolio outline (see the [Portfolio Checklist](#) document).

If you are creating a set of file folders: As you prepare your portfolio on your computer or online file system, create electronic folders using the letter/ number and description for each section/subsection listed in the portfolio outline. For example:



Notes:

For Library faculty, Section E is Professional Performance Materials, instead of Teaching Materials, to align with the evaluation area.

OPRA will add a folder to the electronic site with the SET reports, as applicable. You do not need to upload the SET reports that OPRA provides you.

Additional subfolders may be created within the folders/sections listed in the portfolio outline. Example subfolders might be: within Section E2 “Course syllabi and teaching evidence,” folders for each course, type of evidence (such as syllabus, projects/assessments, professional development), or theme (such as group work, service-learning); or within Section F1 “Scholarship,” folders for different types of scholarship and creative activity (such as peer-reviewed publications, conference presentations, reports, grant proposals, awards).

Guidelines for Electronic Submission of the Portfolio

- **Preparing your documents and materials:** It is likely that many of your portfolio documents are prepared or available electronically (e.g., CV, narrative, course syllabi, publications). If you have hard copy documents, scan them to convert into electronic format. Save your documents as PDF files if possible (see [instructions](#) for saving/converting Microsoft Office documents to PDF).

If you have media files, it is recommended that you create a document with a brief description of the item and URL link to access, particularly if there are multiple media files or if the file size is large and is available online (such as a video posted to YouTube or Microsoft Stream). Alternatively, the media file itself may be included in the appropriate folder.

- **Naming your files:** When saving your files, please consider a consistent and descriptive file naming convention. For example, for course materials, include the course number, semester, and type of material in the file name (such as “UNIV101 2020fall ScavengerHunt.pdf”). If there is a particular order of the files within a subfolder that you would like to maintain, adding a number to the beginning of the filename can be helpful.

Electronic submission of the portfolio

An online site (using existing platforms such as Microsoft SharePoint or Teams) will be created for your electronic submission of the portfolio. After the portfolio has been submitted, reviewers will have access to this site for a limited period. [OPRA will upload SET documents \(as appropriate\) to this online site and provide reviewers with access to the CPS reports in Qualtrics.](#)

The portfolio site will be managed by the Provost’s Office for promotion and/or tenure reviews and by the college dean’s office for reappointment reviews. Instructions for accessing the site and uploading your files will be available to faculty preparing their portfolio when the site becomes available, which will be several weeks prior to the submission deadline.

Do you have additional questions?

We are here to help clarify the process. Please contact Amy Chan Hilton (Center for Excellence in Teaching & Learning, [CETL](#)) at amy.chanhilton@usi.edu or 812.461.5476.