Procedures for Creation and Maintenance of Electronic Faculty Academic Portfolios

Pre-tenure faculty will be provided a site on theSpring for the building of an electronic academic portfolio for third-year review, and tenure and promotion reviews. First-year faculty will be informed of this at their first meeting with the Appointments and Tenure Committee (ATC).

*Third Year Review Process***:**

1. Pre-tenure faculty being reviewed in their third year will have an electronic portfolio created in theSpring.
2. The department chair/program director/program personnel committee chair (C/PD/PPCC) will provide the candidate with a deadline for submission of their materials to the department/program.
3. The candidate will have full control over their third year electronic academic portfolio, including the ability to add and remove Skidmore users who are entitled to access to the portfolio from the department, program, or College. It is the candidate's responsibility to add users in the department, program, and College who should have access to the materials.
4. Effective at the close of business day (i.e., 4:30 p.m.) on the date that recommendations for reappointment are due from departments to the Associate Dean of the Faculty in accordance with the ATC calendar, Learning Experience Design & Digital Scholarship Support (LEDS) will create a mirrored (i.e., duplicate) portfolio and give access to the Associate Dean of the Faculty. The candidate will retain access and full control over their original electronic portfolio.

Promotion and Tenure Review Process (ATC/PC):

1. An electronic academic portfolio will be created for all pre-tenure faculty in theSpring.
2. When the candidate is approaching tenure or promotion review, the ATC/PC will provide them with a deadline for submission of their materials.
3. The candidate will have full control over their tenure/promotion electronic academic portfolio, including the ability to add and remove Skidmore users who are entitled to access to the portfolio from the department, program, or College. It is the candidate's responsibility to add users in the department, program, and College who should have access to the materials.
4. Upon request, external reviewers, i.e., those not affiliated with Skidmore College, will be granted access to the candidate's digital portfolio via a manually created user account in theSpring. The external reviewers' names and email addresses should be provided to LEDS at least one week before the external reviewers need access. LEDS will then follow up with the department chair or program director with login instructions for each external reviewer. If the candidate would like to limit the material that external reviewers have access to, please work with LEDS and restrictive access can be set up.
5. Effective at the close of business day (i.e., 4:30 p.m.) on the ATC/PC deadline for submission of materials, LEDS will create a mirrored (i.e., duplicate) portfolio and give access to the ATC/PC, Associate Dean of the Faculty, and Dean of the Faculty/VPAA.
6. Following access to the file by members of the ATC/PC, critical updates to existing material in the file may be made by email to the chair of the committee.
7. An archive of the academic portfolio submitted to the ATC/PC will be stored on Datastor after the final Board of Trustees vote.
8. The candidate will retain access and full control over their original electronic academic portfolio.

Note: If theSpring cannot accommodate the size and format of files necessary to fully present the candidate's case, the candidate can make arrangements with the ATC/PC and the office of the DOF/VPAA regarding access and archiving.