

Procedures for Creation and Maintenance of Faculty Academic Portfolios

Beginning the academic year 2017-2018, tenure track faculty and others appointed in ranks evaluated according to the same principles and procedures described in the Faculty Handbook, will be provided a Blackboard site for the building of an academic portfolio for reappointment and/or tenure review. First year faculty will be informed of this at their first meeting regarding the Appointment and Tenure Committee (ATC).

Years One and Two:

- When a Department/Program member needs access to the candidate's file for review in years one and two, the Chair/Program Director notifies the Dean's office with a list of who is eligible to view the file and the access dates.

Third Year Review Process:

- The academic portfolio will be available by the second semester of teaching so that the candidate can begin adding to their portfolio as soon as they wish.
- When the candidate is approaching their third year review their academic department chair will provide them with a deadline for submission of their materials.
- The academic department chair will provide administrative staff in the Office of the Dean of Faculty with a list of reviewers who should be given access to the candidates' portfolio.
- The Office of the Dean of Faculty will grant access to the reviewers, and suspend access for the candidate until the review process has been completed.
- Although these portfolios will reside indefinitely on Blackboard, each summer Academic Technologies will make an archive copy to be stored on Datastor.
- When the third year review process is concluded, the candidate's access will be restored.

Promotion and Tenure Review Process (ATC/PC):

- When the candidate is approaching tenure or promotion review, their academic department chair and the chair of ATC/PC will provide them with a deadline for submission of their materials.
- The academic department chair will provide Academic Technologies with this same deadline, and a list of reviewers who should be given access to the candidates' portfolio.
- On the date of the deadline, Academic Technologies will suspend the candidates' access to the portfolio, and reviewers submitted by the department chair will be provided access. Access will cease—per the ATC/PC Calendar dates—for all reviewers, with the exception of ATC/PC members, the VPAA/DOF and ADOF.
- Although these portfolios will reside indefinitely on Blackboard, when candidate access is suspended, Academic Technologies will make an archive copy to be stored on Datastor.
- When the review process is concluded, the candidate's access will be restored.