

## **Procedures for Creation and Maintenance of Electronic Faculty Academic Portfolios**

Beginning the academic year 2017-2018, all pre-tenure faculty will be provided a Blackboard site 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. All pre-tenure faculty who are being reviewed in their third year will have an electronic portfolio created in Blackboard.
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, Academic Technologies 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.
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. External reviewers, i.e., those not affiliated with Skidmore College, are to be granted access to tenure/promotion-related documents via Box.
5. Effective at the close of business day (i.e., 4:30 p.m.) on the ATC/PC deadline for submission of materials, Academic Technologies 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. Under unusual circumstances, the candidate may be given permission by the ATC/PC to upload additional materials for consideration after the deadline. To do so, the candidate will be given temporary access to the mirrored site to upload such documents. It will be the candidate's responsibility to update their original site as well.
7. An archive of the academic portfolio submitted to 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: Under the unusual circumstance that Blackboard cannot accommodate the size and format of files necessary to fully present the candidate's case, the candidate will be responsible for making arrangements with ATC/PC and the office of the DOF/VPAA regarding access and archiving. Otherwise, all candidates are expected to use Blackboard to archive their file and disseminate their materials to internal constituencies.