

Unit level instructions for reviewing portfolios for candidates up for personnel action

1. Once candidates up for action have notified their School/Department that their portfolio is complete in Digital Measures and they have submitted their report, the School/Department PSS should save the reports, file them at the school/department level, and email them to the tenure track faculty (and any additional required) members in the School/Department along with the School/Departmental instructions for reviewing portfolios. The School/Department PSS should also send a copy of all reports to the Dean's Office as well.
2. Faculty member reviewers should save the portfolio report for each candidate to their desktop or somewhere easy for them to access. Faculty reviewers should then click on the links included on each report to review the candidate's portfolio. (The first time a link is clicked on the faculty reviewer will be prompted to log into digital measures using their standard GVSU user name and password.) Compatible browsers are Internet Explorer and Firefox; Safari and Chrome are not compatible with Digital Measures. A sample report is included with these instructions; however, the links have been disabled for security purposes.
3. Faculty reviewers should make notes as they review the documents via the links in the report and reference those notes during the School/Department personnel meeting.
4. All other procedures for the personnel review process will remain the same.

Please Note: There will be no documents under the Course Evaluations Heading. The links will be within the Vita under Scheduled Teaching.

NAME

Grand Valley State University

DEPARTMENT

PHONE EMAIL

Review Date: January 7, 2013

Review Type: Promotion, Tenure

Vita:

- [kessler/personnel_review/KesslerVITA-1.pdf](#)

Workload Plan:

- [kessler/personnel_review/Kessler 2013-1.pdf](#)

Personnel Letters:

- [kessler/personnel_review/kessler-1.pdf](#)

Self-Assessment Summaries:

- [kessler/personnel_review/Selfassessment-1.pdf](#)

Other Documents:

- [kessler/personnel_review/Lettersfromstudents-2.pdf](#)

Teaching Portfolio:

- [kessler/personnel_review/Teaching philosophy-1.pdf](#)
- [kessler/personnel_review/Student evaluations-1.pdf](#)

Research Portfolio:

- [kessler/personnel_review/Publications-3.pdf](#)
- [kessler/personnel_review/Presentations-1.pdf](#)

Service Portfolio:

- [kessler/personnel_review/Committees-1.pdf](#)
- [kessler/personnel_review/General Service-1.pdf](#)