

Electronic Portfolio Organization (updated July 2019)

In preparing your portfolio electronically, save all files as PDFs and use the following file and folder structure.

Folder and File Organization for Candidate Materials Folder: Create the following pdf files (with corresponding file names) for your portfolio materials. Each candidate will upload these files to a Candidate Materials folder in a departmental CPC site that has been made available for you on Bb.

- (Last Name) Curriculum Vita (PDF)
- (Last Name) Personal Statement (PDF)
- (Last Name) Teaching (*one PDF of all supplementary material related to teaching, include an index*)
- (Last Name) Scholarly/Creative Activity (*one PDF of all supplementary material related to scholarship, include an index*)
- (Last Name) Service (*one PDF of all supplementary material related to service, include an index*)

Optional Additional Materials to integrate into your supporting materials:

- (Last Name) Unit Recommendation Report (PDF)
- (Last Name) Documentation of Years Toward Tenure (PDF)
- (Last Name) Documentation of Joint Appointment (PDF)
- Class Visit Records prior to December 2013
- Written Performance Summaries prior to 2015 (*you may also ask the PC to supply these*)
- Supplemental Materials from FARs

Note: *You do have the option to also create one mega PDF that incorporates all of the above candidate materials. If you choose this option, please consult with the Math Personnel Committee chair. This file would need to be easily navigable and contain bookmarks and hyperlinks to make it user friendly. However, there is the limitation that the PC will be providing many key materials for your electronic portfolio (see below) and these files will not be merged into this PDF.*

Unit Materials Folder

Departmental and College Standards are available in this folder and accessed through:
<https://www.gvsu.edu/upr/>

The PC Chair will ensure the following additional items are uploaded to the Bb site and placed into your electronic portfolio:

- Class Visit Reports since 2013
- External Letter Writers
- End of Semester Student Evaluations (*a PDF of all student evaluations plus a spreadsheet with a tally of numeric scores*)
- Faculty Activity Plans Faculty Activity Reports and Written Performance Summaries in *one PDF file, including a table of contents, and organized chronologically (i.e. 2014 FAP, 2014 FAR; 2015 FAP, 2015 FAR, 2015 WPS, etc.)*