

Electronic Portfolio Organization

(updated August 2017)

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

Folder and File Organization: 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.

Main Directory Folder: “(Last Name) Candidate Materials”

- (Last Name) Curriculum Vita (*PDF*)
- (Last Name) Integrative Statement (*PDF*)
- (Last Name) Teaching (*one PDF of all supplementary material related to teaching, include an index*)
- (Last Name) Scholarly Work (*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*)
- Faculty Activity Plans Faculty Activity Reports and Written Performance Summaries
make one PDF file, include table of contents, and organize chronologically (i.e. 2014 FAP, 2014 FAR; 2015 FAP, 2015 FAR, 2015 WPS, etc.)

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

Materials Placed in Portfolio by PC:

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 (*in Teaching subfolder*)
- External Letter Writers (*in Supporting Materials folder*)
- Student Evaluations (*in End of Term Evaluations folder – a PDF of all student evaluations plus a spreadsheet with a tally of numeric scores*)
- Copy of departmental standards: “Workload & Evaluation of Regular Faculty (v. 3.2)” (*in FAP/FAR/WPS folder*)