GETTING STARTED

Preparing an Electronic Promotion & Tenure File
(also 4ᵗʰ Year Review/Post-Tenure Review Files)

New for 2018-19:
* As of summer (7/1/18), faculty will be creating and curating their portfolio using New Digication. New Digication provides a greater variety of options for loading documents/files into one's portfolio. Instructions that are unique to New Digication are highlighted in language below.

* Faculty that began their portfolios prior to 7/1/18 had the option of completing their portfolio using Digication Classic. If you are interested in moving your portfolio to New Digication please contact the eWolf Team.

Getting Started landing page:

* Make sure the title of your P&T ePortfolio includes your full name and review year.

* Be sure **Publish** all work!

> **Publishing content in Classic Digication:** If a red bar stating "DRAFT: This module has unpublished changes." The work will not be visible to viewers. To publish this work, select the **Publish** tab and click on **Publish Changes**.

> **Publishing content in New Digication:** If a yellow bar stating: "Your changes have not been published yet. Publish Changes." appears at the top of a page, the work will not be visible to viewers. You may publish the page by either clicking the blue **Publish Changes** button on the yellow banner, or by selecting the **three grey lines** in the upper right hand corner and selecting the **Publish Pages** option.

A good rule of thumb is to publish as you go, keeping track of where work is completed and where it is not.

Tips & Trick in New Digication: If you would like to publish multiple pages at once, or if you would like to make sure all pages in your ePortfolio are published, click the **three grey lines** in the upper right hand corner and select the **Publish Pages** option.

This menu will allow you to publish all unpublished pages within your ePortfolio, as well as see which pages still contain draft content.

* Your P&T template includes several instructional slides. These help provide guidance, and automatically disappear when the ePortfolio is viewed outside of the **Editing Mode**. Because of this you no longer need to delete any of the information provided by these slides before submitting your file.

Getting started and best practices:

The following information serves as a guide for creating and submitting your electronic P&T file. Ultimately, it is your responsibility to make sure you are meeting all CBA, UAA FEPP, and College/Unit requirements.

If you have any questions about your file and the requirements, please contact Marian Bruce at Faculty Services. If you have any questions about eWolf and creating your electronic file please contact the eWolf Coaches at ewolfcoach@alaska.edu.

Prepare file: (Subheading)

There will be quite a bit of time to put in up front as you move towards an electronic file. This is partially because we are moving out of a paper-based model into a more electronic one. Paper documents will need to be scanned, converted to PDF, and named. (See next page for more information on file types, tips, & instructions.) This is a time consuming process, however this process only happens once.

- Gather and organize all paper documents that will go in your file.
- Set aside a few hours.
- Use a high capacity scanner.
  - *Tips & Tricks: Your* department's scanner is a great option. If your department doesn't have a scanner, there is a good one in the library and you can check out a mobile scanner cart from IT.
- Make sure you're using a low-resolution setting.
  - *Tips & Tricks:* A high-resolution setting may result in slower upload times and/or prevent uploading due to file size. 99% of files are just fine using a low-resolution.
- Scan documents individually (1 article; 1 workload agreement; 1 past review; not 1 article, workload agreement, and past review).

- Scan documents directly to your email, if possible. If not possible, save your scanned documents to a thumbdrive.
- Open emails and download the scanned item to either your desktop or to the designated folder. If the scanned documents are on your thumbdrive, move the documents to your computer. Be sure to convert document to PDFs, if they aren't already, and to follow descriptive naming conventions.

Once your documents are ready, begin uploading them to the appropriate sections.

File types: (Subheading)

Whenever possible, use the **Rich Text Module** to include straight text. To make on-screen reading easier, you may want to adjust the font slightly. This font is Ariel 14 point. This font is Ariel 12 point. Whatever font you use, try to be consistent throughout your portfolio.

Sometimes it is not possible to type directly into your review file, as documents are already electronic, include heavy formatting and/or images, or are paper-based documents such as research articles and past reviews.

For documents that are already electronic:

If you are using Classic Digication: Save documents as a PDFs if it's not already. This will allow you to visually display the document, rather than having a series of hyperlinks on an otherwise blank page.*

Tips & Tricks: When uploading files to the ePortfolio most document files (.docx, .doc, etc.) will be automatically converted to PDFs. This also applies to Powerpoint (.ppt) and Spreadsheet (.xls) files.

If you are using New Digication: Documents that are in PDF or Microsoft formats (.docx, .doc, .ppt, or .xls) can be loaded directly into your portfolio.

For paper documents, scan the documents to create an electronic file*. Files will likely come as a PNG or a PDF. If it is saved as a PNG, convert it to a PDF. Be sure to use descriptive titles when saving your work. This will make uploading them much easier.

Tips & Tricks: When scanning, please make sure the scanner is **not** set to a high resolution. For 99.5% of files, a low-resolution is sufficient. High resolution scans may result in excessively large file sizes which could slow down or prevent file uploads.

Uploading files

If you are using Classic Digication: Use the **Insert Media** option in your **Rich Text** box to upload it. Select the appropriate file.

If you are using New Digication: Use the **Upload File** option. You may select from one to many files to upload.

Viewers can use the icon to make the PDF full screen.

Tips & Tricks: You have the ability to upload multiple files at once during this process. Any files uploaded in the same batch will be **automatically** combined into a gallery. Carefully consider if you would like your content displayed in this manner before uploading multiple files at the same time.

Template: (Subheading)

It is **strongly** recommended to follow the template provided. In our first pilot group, reviewer feedback consistently indicated the importance of templates.

The template was built following the CBA unit (UNAC). Since the template is based on all review levels for the CBA unit there may be sections that do not pertain to your review level. If this is the case, delete that section.

Unit requirements are not included in the templates. You should add sections for your unit requirements.

For information on how to **Add, Delete,** or **Move Sections**, click here.

Template settings

By default, your ePortfolios are set to **Private.** This means that the public and the broader UAA community cannot see your work, even if it is **Published,** because you haven't granted them viewer access.

However, by adopting the template from our community space, those in the Promotion and Tenure community have access to **view** your portfolio.

If you do not want other pilot members to have viewer access to your review file, click either **Portfolio Tools** (Classic Digication) or the **three grey lines** (New Digication) in the upper right corner. Scroll down to **Settings.** Select the **Edit** option displayed next to the "**Also Share with Specific People, Groups, or Courses**" section. You can then **Remove** the community members & faculty from having viewer access by clicking the small grey x's to the right of their names. Be sure to **Save** your changes at the bottom of the page.

Multimedia and other outside sources: (Subheading)

Mulitmedia files should include a descriptive summary of the artifact and an explanation for why it's included in the file. This is especially true for items that are not directly contained within your file*.

Reasons for this:

1. Including a summary and explanation is part of best practices. You are setting up the artifact for the reviewer and placing it in context for them. Since multimedia items (for example, podcasts and videos) are not visually scannable, having an introductory narrative helps the reviewer navigate the materials.
2. All items in a file should be self-contained and static. Materials that are outside of the file (anything not directly hosted in eWolf) have the ability to change. This means an artifact could be pulled from the web, an embed code broken, etc. Including the descriptive summary and explanation informs the reviewer of the artifact's contents as well as it's relevancy should something happen to the web-based item.

* Artifacts not directly contained in your file are typically items that you've linked out to or embedded such YouTube or Vimeo videos, blogs, web-based articles, and more.

Multimedia files, such as podcasts and videos, should be selectively chosen.

> **Uploading multimedia files in Classic Digication:** Add an **Image/Video/Audio** module. Select files to upload in this module.

Uploading multimedia files in New Digication: Add files using the **Upload File** option.

* For longer files, it is recommended to upload a shorter segment that captures the file's essence and provides enough evidence to demonstrate excellence.

Missing Material:

Review files represent a snapshot of your past professional work. Files should be as complete as possible. Every effort should be made to receive and upload all documents prior to the submission deadline. For internal documents, you may need to make prior arrangements or contact the appropriate person/department to obtain those materials in a timely manner. If you do not have documentation for something by the submission deadline, you should explain the reason/case in the self-evaluation/intent statement or other appropriate place in the file.

Regarding submitting missing or additional material, the UAA FEPPs state:

"At the time of his or her response to a review, the candidate may submit additional evidence or documentation that was not available at the time of submission if it is related to scholarly accomplishments previously included and documented in the file" (page 32). https://www.uaa.alaska.edu/academics/faculty-services/faculty-evaluation/_documents/feg-fepp-revision-071216-final.pdf

If you have additional material to submit, you must submit it with your response to an evaluation. The FEPP language above describes the only circumstances under which additional documentation or evidence may be added to a file.