

Draft Portfolios, Timeline, and Rubrics

P&T tidbit: Draft Portfolios, P&T Timeline, and Rubrics

- **Circulate your complete portfolio early.** Seek out your PRT and other department faculty to review your completed portfolio *before November 15*.
- **Ensure that all corrections have been completed** before submission. All substantive changes (modifying the contents of the portfolio through additions, deletions, or revisions in narratives or documentation) and cosmetic changes (typos, grammar, and punctuation) **must be completed prior to submission of the portfolio** on the first Friday of spring semester.
- Please assure that DEIS adds the **P&T facilitators** to your **digital portfolio** as “Leader – Enroll” so they can provide participant access to department committee reviewers when the process starts in January.
- **Portfolio Rubrics:** Rubrics for each rank in the P&T process are intended for use by candidates, draft reviewers, and P&T Committee reviewers at every level (see appendices).
- **P&T Timeline** is available on the [P&T webpage](#) along with other valuable resources.