

Requesting Digital Portfolio Shell

Requesting a Digital Portfolio Shell (with added identifier number):

In order to save time and frustration, colleagues who have created digital portfolios strongly recommend that you do the bulk of the work *prior* to requesting the Digital Portfolio Blackboard Shell. ***Before*** requesting a Bb shell you'll want to do the following:

1. Let your Peer Review Team (PRT) know you're getting started and seek their input *throughout* the process.
2. Make a **draft Table of Contents** listing categories of activities/documentation for each section and seek PRT suggested edits.
3. Locate, organize, and rename all **documentation in folders** on your computer.
4. **Write section narratives**, seeking PRT suggested revisions and edits *before* moving onto the next narrative.

Then, to have your Digital Portfolio Blackboard Shell created, please send an email to DEIS (teaching@csc.edu) and request the following (copy/paste these steps and replace JDOE with your username in the identifier):

1. A new **ORGANIZATION** for a promotion portfolio.
2. With the **FAC-PORTFOLIO-ORG (Faculty Portfolio Shell)** copied to it.
3. Request the **title** of the ORG to be your name and the rank you are seeking, e.g., "Jane Doe Promotion Portfolio for Assistant Professor".
4. Request the ORG **identifier** to reflect your username and whether this is your first, second, or third digital P&T portfolio (to assure previous digital portfolios are not overwritten):
 - a. FAC-PORTFOLIO-ORG-JDOE-1 (if first digital portfolio)
 - b. FAC-PORTFOLIO-ORG-JDOE-2 (if second digital portfolio)
 - c. FAC-PORTFOLIO-ORG-JDOE-3 (if third digital portfolio)
5. With **LEADER—ENROLL** status **for you**, the candidate, **and the P&T facilitators**. With LEADER—ENROLL status, you will be able to add names of pre-submission reviewers (including your Peer Review Team) as PARTICIPANTS.

After submission of the portfolio on the first Friday of Spring Semester, the two facilitators will handle all of the additions and deletions of committee and administrative readers and the uploading of decision letters. The candidate will be removed at the point of portfolio submission (but may be re-added briefly if any "necessary repairs" are recommended prior to the portfolio moving to the division level). After the entire promotion and tenure cycle is complete, the candidate will be added back as a Leader and the facilitators will be removed.

Sample email:

Please create a new **ORGANIZATION** for my promotion portfolio.

1. Copy the **FAC-PORTFOLIO-ORG (Faculty Portfolio Shell)** to it.
2. Title it **"Jane Doe Promotion Portfolio for Assistant Professor"**
3. Make the ORG identifier **"FAC-PORTFOLIO-ORG-JDOE-2"**
4. Give me **LEADER—ENROLL** status.

Thank you for your assistance!