



Tenure and Promotion Committee Guidelines for Electronic Portfolios

Use D2L Brightspace to create the ePortfolio. Faculty members must contact the Teaching and Learning Center to request a D2L course shell in which to create their portfolio.

When the D2L Brightspace portfolio course shell is created, it will follow the Tenure and Promotion Committee's approved template. ***Portfolios created using previous versions of the template should be revised to match the current template.***

The opening page of the portfolio should include an announcement with the following information:

- Your name and the Division in which you teach
- Purpose of the application - whether tenure or promotion
- Date of hire/date of last promotion
- Current Level
- Years of service at current level
- Level requested (for promotion)
- Degrees earned

Applications for both Tenure and Promotion must include a cover letter and a curriculum vitae or resume.

- A submodule for the cover letter and cv/resume is included in the Tenure and Promotion module

Applications for Tenure must include links to the following items in this order:

- All Faculty Evaluation Forms since date of hire (in chronological order)
 - Supporting materials, e.g. sample syllabus or sample assessments, are not needed.
- Student evaluation summaries (instructor profiles) for all courses taught since date of hire (in chronological order)
- Bulleted list of service to institution, community, and/or discipline, with dates included.

Applications for Promotion must include links to the following items in this order, for each level:

- All Faculty Evaluation Forms since date of hire or last promotion (in chronological order)
 - Supporting materials, e.g. sample syllabus, sample assessments, are not needed.
- Student evaluation summaries (instructor profiles) for all courses taught since date of hire or last promotion (in chronological order)
- Approved/signed Professional Development Plan(s)
- Professional Development Tracking Sheet aggregating all completed professional development. The Tracking Sheet should include a list of all completed professional development, number of hours for each development activity, dates completed, and total number of hours. The Tracking Sheet is available in the ePortfolio Template shell in D2L Brightspace.
- Evidence to support completion of approved professional development (transcripts, CEU certificates, proof of completion or attendance). Note: official transcripts of coursework must be submitted to Human Resources department before promotion is finalized.
- Bulleted list of service to the institution and relevant work outside the institution (see CBA 10.1 I. 1., a-m), with dates included.



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Faculty members are responsible for adding all Tenure and Promotion Committee members and the CEO/Dean as evaluators to the portfolio under Classlist> Add Participants. Instructions are available on the [eLearning tutorials page](#) on the GFCMSU website.

Faculty members should inform the Tenure and Promotion Committee Chair that the portfolio is ready for review by the established deadline.

Portfolios must be submitted by the deadlines established in the Tenure and Promotion Procedures.