

## **E Portfolio Training for Department Chairs and Department Personnel Committees**

### **GENERAL INFORMATION**

1. **DPC/UPC Review Meetings.** An applicant is not required to produce a hard copy of portfolio or table of contents at any point in the evaluation sequence. The only paper required of the applicant is the transmission form (i.e., Form A from University Evaluation schedule). It is recommended that DPC/UPC review meetings are scheduled in a room with equipment that allows on line access to E portfolio.
2. **Paper Trail.** Applicant provides transmission form (Form A) with portfolio envelope. Evaluation forms from DPC (form D from schedule) and chair (form C from schedule) are added to envelope as well as the letters from Dean and UPC as each step of evaluation sequence is completed. President receives envelope (via Academic Affairs Office) with all forms and letters as the last step in the evaluation sequence.
3. **Changes To Portfolio.** Once the evaluation process has begun, no materials can be added to (or deleted from) the evaluation portfolio without notification of the Office of Academic Affairs. Teaching and Resource Professionals, or evaluators (DPC, chairs, deans, UPC) must notify Wamucii Njogu by email that additional materials or changes have been requested. The applicant must send the new materials (or other changes) to Wamucii so that the modification can be made to the portfolio. The conditions under which materials can be added to the evaluation portfolio are referenced in Article 25.04 d (3-5). A new section will be added to the appropriate category (and labeled) in the portfolio.

### **TO REVIEW E PORTFOLIO (Internet Explorer recommended).**

4. Go to: [www.livetext.com](http://www.livetext.com)
5. Enter your visitor pass (left margin – middle of page)
  - a. Example: C097E38C
  - b. Find Tewa Njosch portfolio
  - c. Official E portfolio must identify “Northeastern Ill. University Faculty Portfolio Adm” as author
  - d. Title format for portfolio: (First name Last name – Dept – Year)
6. Click on portfolio name: Tewa Njosch – Social Sciences – Year Two (final)

7. Menu on left margin – click to access different sections
  - a. Directions For Applicant Information
  - b. Applicant Information
  - c. Application Of Criteria
  - d. Directions For Teaching And Primary Duties
  - e. Teaching And Primary Duties
  - f. Directions For Research And Creative Activities
  - g. Research And Creative Activities
  - h. Directions For Service
  - i. Service
  - j. Other Awards And Activities
  - k. Requested changes to portfolio\*
  
8. **Navigating Portfolio.** Scroll through selected sections to locate information and documentation of activities. Information and documentation appear as an
  - a. Insert in section or table
  - b. Active link (to be clicked) and file will open on a new page

**Schedule Of Visitor Pass Transmission.**

1. First and second year faculty submit retention portfolios to Administrative account by January 3, 2006 (per University evaluation schedule).
2. First and second year faculty receive email confirmation that portfolio has been “locked” and receive visitor code for “view only” status of their final portfolio.
3. Visitor pass will be sent (via email) to DPC chair by January 8.
4. Visitor pass will be sent (via email) to Chair (or chair equivalent) by January 12
5. Visitor pass will be sent (via email) to Dean by February 1
6. Visitor pass will be sent (via email) to UPC chair by February 23
7. Visitor pass will be sent (via email) to President by March 23