

# Digital Portfolio Checklist

Your promotion is worth it!

Promotion candidates are advised to set aside an hour or two each week, beginning in March of the year prior to submission. Below is a checklist to help keep you on track.



## PREPARE (MARCH – MAY)

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| <input type="checkbox"/> <b>Attend a Portfolio Workshop</b><br>(Or watch the workshop video posted on the <a href="#">webpage</a> .)   | <input type="checkbox"/> <b>Draft a Table of Contents</b><br>Create a detailed draft table of contents and share with your PRT for feedback.  |
| <input type="checkbox"/> <b>Review the P&amp;T Handbook</b><br>This includes detailed requirements for each section of the portfolio.  | <input type="checkbox"/> <b>Meet with PRT</b><br>Meet with PRT to discuss draft table of contents and needed documentation.   |
| <input type="checkbox"/> <b>Review Sample Portfolios</b><br>Contact P&T Faculty Fellows for information about gaining access.  | <input type="checkbox"/> <b>Gather Appraisals and Observations</b><br>Collect all of these required documents and ensure that they include all necessary signatures.  |
| <input type="checkbox"/> <b>Create documentation folders</b><br>Create folders on your computer to save documentation for each portfolio section (Teaching and Learning, Professional Activities, and Service Activities). | <input type="checkbox"/> <b>Rename/Reformat Documentation</b><br>Rename each piece of documentation with a meaningful title and save as PDFs (when relevant) to ensure that they're accessible on most platforms. |

Notes:



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## DRAFT (MAY – JULY)

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| <input type="checkbox"/> <b>Draft Narratives/Opening Remarks</b> In a word processing document (not in Bb) write draft narratives for each section. You may find it easier to start with the Professional Activities' narrative.   | <input type="checkbox"/> <b>Ask PRT to Review Each Narrative</b> As you finish each draft narrative, seek feedback from your Peer Review Team. The edits they suggest for your first narrative may help in writing the next one.     |
| <input type="checkbox"/> <b>Add Documentation Placeholders</b> Check to be sure you have all documentation needed and add placeholders between or within paragraphs of your narrative where you will link to documentation once you've uploaded materials to the Bb shell. | <input type="checkbox"/> <b>Finalize Narratives/Opening Remarks/ Table of Contents</b> Use PRT feedback to finalize each of your narratives (including placeholders where you will link documentation) and prepare for moving to Bb. |
| <input type="checkbox"/> <b>Avoid Formatting—Yet</b> To avoid frustration, use plain text and save any formatting until after you've uploaded your narratives to Bb.   | <input type="checkbox"/> <b>Meet with PRT</b> Before you begin moving from narratives into Bb check in with your PRT to get layout recommendations and assure you have all needed documents.   |
|  | <input type="checkbox"/> <b>Request Portfolio Organization Shell</b> See Portfolio Workshop PowerPoint for the specifics to include in an email request to DEIS.   |

Notes:



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## DIGITIZE (AUGUST – OCTOBER)

☐**Add General Information**

Add Cover Page, Table of Contents, and Opening Remarks in appropriate Bb menus.

☐**Assemble Professional Activities**

Upload narrative and link documentation. Add formatting and ensure all links are working.

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**Add Section One Documents** Insert Letter of Application. Upload Annual Appraisals and Observation Reports in reverse chronological order.

☐

**Assemble Service Activities** Upload narrative and link documentation. Add formatting and ensure all links are working.

☐**Assemble Teaching and Learning**

Upload narrative and link documentation. Add formatting and ensure all links are working.

☐**Request PRT Review of Entire Portfolio**

Seek a thorough review of your entire portfolio from your PRT and other colleagues. Aim to have feedback before November 15 so that you can finalize your portfolio prior to break.

**Submit Letter of Intent to Apply for Promotion no later than October 1 (see website for example)**

**Portfolio Complete \*\*\*\***

On the first Friday of Spring semester the digital portfolio facilitator will remove your access and provide access to your department committee.