**Electronic Advancement in Rank Portfolio Process**

**Purpose:** to give clarification to faculty choosing to develop an electronic portfolio for the purposes of applying for Advancement in Rank and to maintain security of the portfolio.

**Process:**

Faculty may develop their Electronic Portfolio on any platform available on the college campus. We request you develop the layout following the sections/appendices outlined in Section 2.6.3 unless documents are found in the 3 ring notebook.

On the Second Monday in November all work on the electronic portfolio will cease. Faculty will submit the 3 ring notebook provided to them by the VPAA.

Faculty will include a letter including the web address to access the electronic portfolio in whichever format they choose. Include any applicable access information (password protected, only accessible with link, etc.). This letter will remain with the portfolio.

If Faculty chooses to share access (i.e. Google Drive, direct link), access will be shared along the following timeline to mirror accessibility of hard copy portfolios secured in the library:

* Second Monday in November, only with current Advancement in Rank members
* Last Monday in January, only with Department Dean
* Last Monday in February, only with the VPAA
* Last Monday in March, only with the President

Faculty Electronic Portfolio 3 ring notebook will contain:

 The Application for Advancement in Rank to allow for signatures along the process.

 Letter stating how to access electronic portfolio.

 Letters of Recommendation submitted to the VPAA not uploaded into the electronic portfolio.

 Letters of Positive or Negative recommendation to be added at each step found in Section 2.6.1
 along with Faculty rebuttal letters if any.