STEVENSON UNIVERSITY

Full-time and Adjunct Faculty Application for Promotion in Rank

Professional Portfolio Submission & Technical Guidelines

The **Professional Portfolio** serves as the formal application for promotion in rank and includes documentation that demonstrates the faculty member is performing at the level of the rank to which they wish to be promoted. Stevenson University uses a digital platform for submission of the Professional Portfolio and detailed instructions for this process are provided in this document.

The current expectations for the Professional Portfolio, including required contents and submission routing, are outlined in the Faculty Promotion in Rank section of the Stevenson University Policies.

Timeline for Promotions Process — 2026–2027

19 January 2027	**Digital application portfolio is complete and due to the Faculty Mentoring & Evaluation Committee (FMEC) or to the immediate supervisor (Academic Program Administrator—APA).**
	Candidate's access to digital portfolio is removed after 12:00 p.m. (noon) FMEC/APA access to digital portfolio is provided by 5:00 p.m.
29 January 2027	**Pause Period**
	FMEC/APA's access to digital portfolio is removed after 12:00 p.m. (noon) *No party has portfolio access during the pause period.*
02 February 2027	**Portfolio due to the Dean of the school.**
	Dean's access to digital portfolio is provided after 12:00 p.m. (noon) and before 5:00 p.m.
23 February 2027	**Portfolio due to the Promotion Review Board (PRB).**
	Dean's access to digital portfolio is removed after 12:00 p.m. (noon) PRB's access to digital portfolio is provided by 5:00 p.m. and is open through 12:00 p.m. (noon) on 23 March 2027.

23 March 2027	**Promotion Review Board provides recommendations to Provost.**
	PRB's access to digital portfolio is removed after 12:00 p.m. (noon) *Provost's access to digital portfolio is provided by 5:00 p.m.*
07 May 2027	**Every applicant receives a decision letter from the Provost prior to this date. Promotion announcements are shared publicly at the annual faculty recognition event.**

Efforts have been made to assure the accuracy of the information contained in this document. However, if there is any conflict with official policy as set forth in the "Faculty Policies" in Stevenson University Policies, or in other University policy, the official policy of the University will apply.

Digital Portfolio Management and 'Early Access'

To preserve the workflow and provide appropriate access to the portfolio, the Assistant to the EVPAA and Provost will manage the digital process. Access to the portfolio will be granted and removed according to the Timeline for Promotions Process.

Full-time faculty are strongly encouraged to seek formative guidance from their FMEC well ahead of the submission deadline. (See FMEC policy.) Adjunct faculty are strongly encouraged to seek formative guidance from their academic program administrator (APA), Dean, and faculty colleagues well ahead of the submission deadline. Therefore, applicants who wish to share their secured portfolios with FMEC members or APAs prior to the date at which the portfolios will automatically be shared, may request access by sending an email from their Stevenson account to facultyportfolios@stevenson.edu. When granted early access, the FMEC/APA is able to provide feedback and verify that required content is present and has been uploaded to the appropriate locations in the provisioned portfolio, while the candidate is still able to make changes.

The faculty member's access to their Professional Portfolio is surrendered at the time the Portfolio is formally submitted to their FMEC/APA.

Allocation

Eligible promotion candidates who submitted an Intent to Apply for Promotion Form to the Provost's Office will be provided with a predetermined set of nested folders in a secure Office 365 OneDrive location. Candidates will receive an email from Cheryl VanRensselaer, the Assistant to the EVPAA and Provost, containing a link to their Faculty Promotion Portfolio OneDrive **by November 1.**

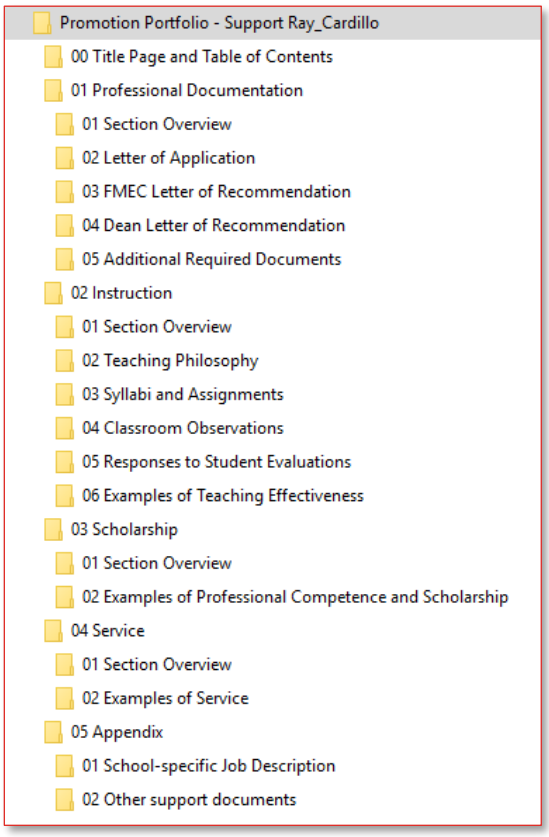
Folder Structure

Below are representations of the Full-time Faculty and Adjunct Faculty Promotion Portfolio folder structures.

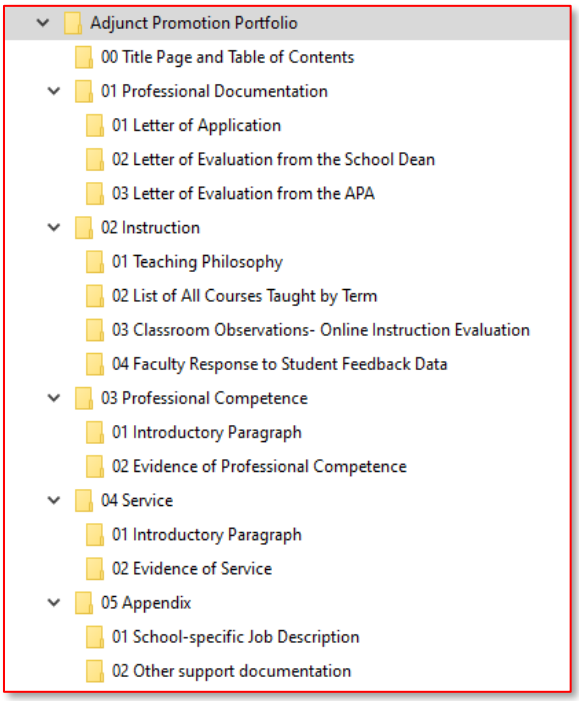
All content should be organized within the folder structures, guided by the information shared at the promotion workshop and in the Faculty Promotion in Rank section of the Stevenson University Policies.

Please do not rename, delete, or replace any of the parent folders in this structure. As you populate the designated folders, keep in mind readability and consistency for those who will be reviewing your portfolio contents. Because navigating through many subfolders in OneDrive may be cumbersome, it is recommended that you use additional subfolders only when absolutely necessary.

Promotion Portfolio Folder Structure for Full-Time Faculty



Promotion Portfolio Folder Structure for Adjunct Faculty



Submitted Content File Format

To facilitate the most flexible access to your content on all platforms and devices, and to assure accuracy in printing of any submitted content, it is highly advised that you use the **PDF file format** whenever possible.

Most commonly used applications now support either a **Save As…** option for exporting as PDF, or a **Print to PDF** option. The full version of Acrobat is not required to create PDF files.

File Naming

File names for all submitted content should follow the same naming recommendations used for Blackboard.

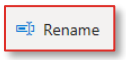
File names should only include the following characters:

- Letters (uppercase or lowercase "A-Z" or "a-z")
- Numbers ("0-9")
- Underscore ("_")

File names should also be **limited to 30 characters** total, and **should <u>not</u> use** any special characters, such as: ~ ` # $ % ^& * ( ) = + / ? > < ;'[ ]: " { } \ | @

Please keep **file path length to under 255 characters.** This requires limiting the number of nested folders and keeping file names short. To learn more, visit "Restrictions and limitations in OneDrive and SharePoint."

To control the order in which artifacts are listed within the folders, file naming conventions may be implemented. (Examples: 01, 02, 03; A, B, C; or A1, A2, A3). To rename files after they have been uploaded, simply click one time to select the file, then click the "Rename" button on the toolbar.



Links within Files

If your files contain hyperlinks, please test the links before and after you upload your files to verify the link works properly.

To help reviewers, if you use hyperlinks within your files, **please include the complete URL to the linked content** to permit the address to be copied/pasted into a browser. For example, "Click here for Stevenson University" [https://www.stevenson.edu]

IMPORTANT: **Please <u>do not</u> <u>create links</u> to other documents in your portfolio. Also, do not link your documents to the Table of Contents.**

Sharing Video Content

For candidates who wish to include a significant amount of video content for committees to review, videos may be uploaded to a single site such as YouTube or Vimeo and access links can be provided within the portfolio text.

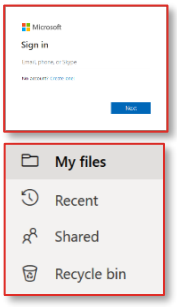
Media File Types

When posting audio or video media files into the portfolio folder structure, please make sure the files are in one of the following standard formats: 3G2, 3GP, 3GPP, ASF, AVI, M2TS, M4A, M4V, MKV, MOV, MP3, MP4, MP4V, MTS, TS, WAV, WEBM, WMA, WMV.

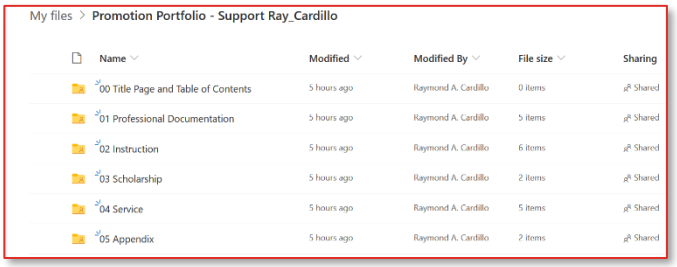
OneDrive can support playback within most browsers for these file types, so that no download will be required by those reviewing the portfolio. The VLC application (installed

on all campus workstations) includes conversion features, so if file conversion is needed, the tools within VLC should suffice.

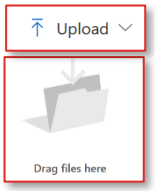
Submitting Your Portfolio Content



1. Access the **Promotion Portfolio OneDrive link** sent to your Stevenson email.
2. Log in with your Stevenson Office 365 credentials
3. In the OneDrive application, if not immediately taken to your individualized Promotion Portfolio folders, click the "**Shared**" option in the left menu
4. Once you have successfully accessed your individual Promotion Portfolio folder, you can begin uploading your materials to the pre-defined content folders. ***Use the visual representation of the full folder structure on page three to plan out where to submit each of your files***.

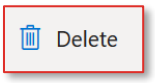


5. Click to open one of the pre-defined content folders and you will see the "**Drag files here**" icon in the center of the page. You can use this "drag and drop" option to upload your files, or use the "**Upload**" toolbar button to browse your computer and locate a specific file to be uploaded.



Additional Guidance

If you make an error, simply click the file you wish to remove in the list of files and then click the "**Delete**" toolbar button to remove the uploaded content. Then, upload the correct file in its place.



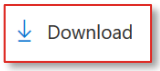
If you make changes to files and wish to put a newer version in place of an older version, simply delete the old version of the file from your folder and replace it with the more recent version.

If you accidentally delete portions of the pre-defined folder structure, please send an email from your Stevenson account to facultyportfolios@stevenson.edu to have your folder structure reset to the original structure to ensure the permissions are properly assigned.

Permissions

Please do not "Share" or attempt to change permissions on your pre-defined folder structure. The Assistant to the EVPAA and Provost will be managing these permissions to make sure the review process is secure and works as intended.

Applicants will retain access to edit and make changes to their content until the portfolio is officially advanced to the FMEC in accordance with the Timeline for Promotions Process. At that time, the candidate's access is removed. The version in place is considered the final version to be used by the review committees and no further changes can be made to the files.



Candidates should download and retain a final version of their portfolios before it is advanced to the FMEC/APA. This is a critical step because copies will not be provided after that time. To keep a copy of your completed final submission, use the "**Download**" button on the toolbar to download a **ZIP** file containing the full nested folder structure of your submitted content.

Copies and Downloads

Candidates should always keep a complete digital copy of their portfolio, so that they have it for safe-keeping and for redundancy purposes. Depending upon the number of files, the naming conventions you've used, and the complexity of your portfolio, OneDrive may have issues downloading the portfolio in its entirety once completed. While we do recommend downloading the complete portfolio, it is best practice for you to always keep a redundant copy elsewhere.

OneDrive Syncing

If you have OneDrive set to sync the online Portfolio files and folders with your local computer, be sure to periodically check that the files are properly syncing back up to your official online Portfolio folder structure. Sync failures can sometimes occur after a password change. If this should occur, open the OneDrive application on your computer and follow the on-screen prompts when asked to update your credentials. Manual upload of any content is always possible by accessing your assigned Portfolio folder structure using a web browser.

Please Note: The only content that will be evaluated and considered by the Promotion Review Boards are those materials within your assigned online Portfolio folder structure at the time of the submission deadline.

Technical Support

For technical support related to your professional portfolio, please **do not contact the Helpdesk**, as they will be unprepared to assist. Please send an email from your Stevenson account to facultyportfolios@stevenson.edu should you require assistance, or have a technical issue with the submission process. Include the phrase "**Promotion Portfolio**" in the subject line of your email message and we will respond quickly to your needs. This email will be monitored by the Provost's Office.

Faculty Tips

Be sure any documents received from another person are accurate before uploading them into your portfolio.

Be sure to check that all documents are present in the final version of your portfolio when accessed using a web browser.