

Portfolio Submission Procedure for Promotion and Tenure

NOTE: All documents must be in PDF format. Use only Limestone University email addresses for recipients.

Applicants:

1. Log into Blackboard.
2. Locate your name and the down arrow in the upper right-hand corner.
3. Click the down arrow. Navigate to **Tools** (toward the bottom of the drop-down menu), click **Portfolios**, which will take you to the **My Portfolios** screen.
4. To create a new portfolio, click **Create Portfolio**:
 - a. Enter an appropriate title for your portfolio. (Ex. **Tenure Portfolio for Yourname**).
 - b. Click **Select Portfolio Template** and choose **Faculty Portfolio**, click **Submit**.
 - c. Click **Submit** again, and your portfolio will be created.
5. Now that your portfolio has been created, you need to upload the required documents as artifacts.
 - a. Click **Add Artifact** in a section.
 - b. Click **Add Personal Artifact**.
 - i. Enter a title for the artifact.
 - ii. Click **Browse My Computer**. Find and select your file(s) and click **Open** to upload.
 - iii. Click **Submit** to create and save the artifact.
 - c. Continue this process of adding files until all of the sections are complete.
 - d. You do not need to upload all of your documents during the same session; you may come back and edit the portfolio until it is complete. Make sure you click **Done Editing** in the upper right-hand corner of the portfolio before exiting each session.
6. When your portfolio is complete and ready to be submitted to your Department Chair, go to the **My Portfolios** screen and click **More**, then **Share**.
 - a. Click **Share a Snapshot with** and choose **External Users**.
 - b. Enter your Department Chair's email address in the **Email Recipients** box.
 - c. Scroll down to the **Portfolio Password** section.
 - i. Click **Use password** and enter a password of your choosing.
 - ii. Click **Include password in email**.
 - d. Click **Submit** and an email will be sent to your Department Chair with the portfolio link and password.

Department Chairs: Attach your signed letter of recommendation to the applicant's email and forward to your School Dean.

School Deans: Attach your signed letter of recommendation to the Department Chair's email and forward to both the Provost and the Provost's Assistant.

Provost: Forward the School Dean's email to the Chair of Faculty Development.