Academic Year 2016-2017 Tk20 Faculty Portfolio Technology Handbook

→ **Technological Assistance**
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→ **Contractual Assistance**
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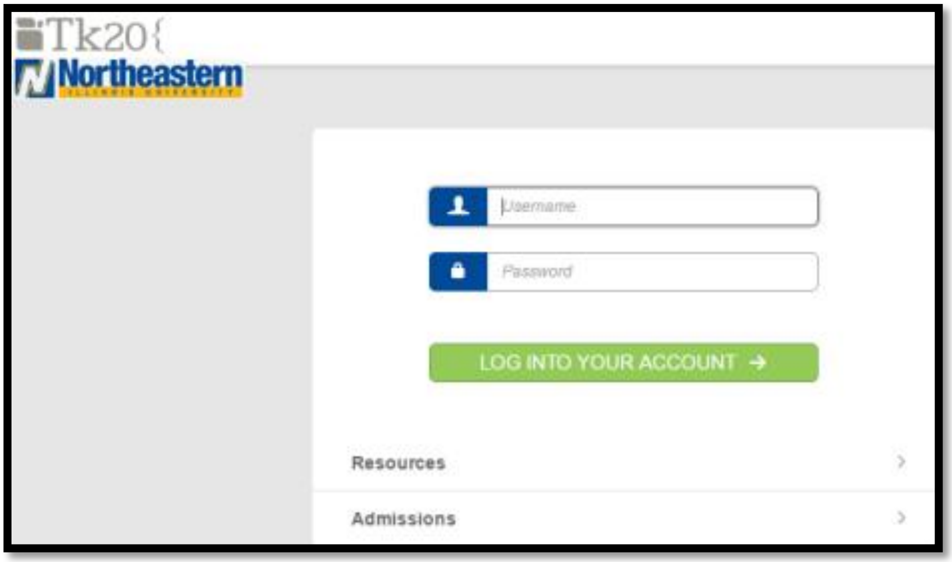
2016-2017 Tk20 Faculty Portfolio Technology Handbook

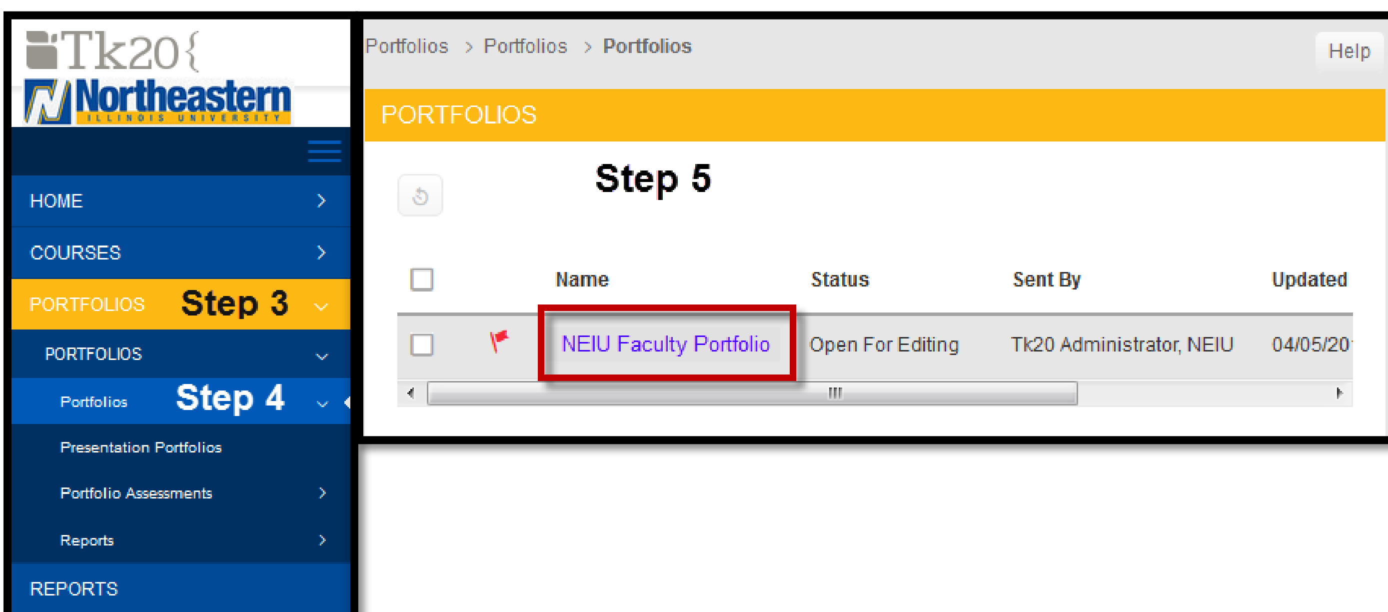
Accessing your Portfolio via Tk20

1. Go to http://neiu.tk20.com
2. Use your NEIUport username and password to access Tk20

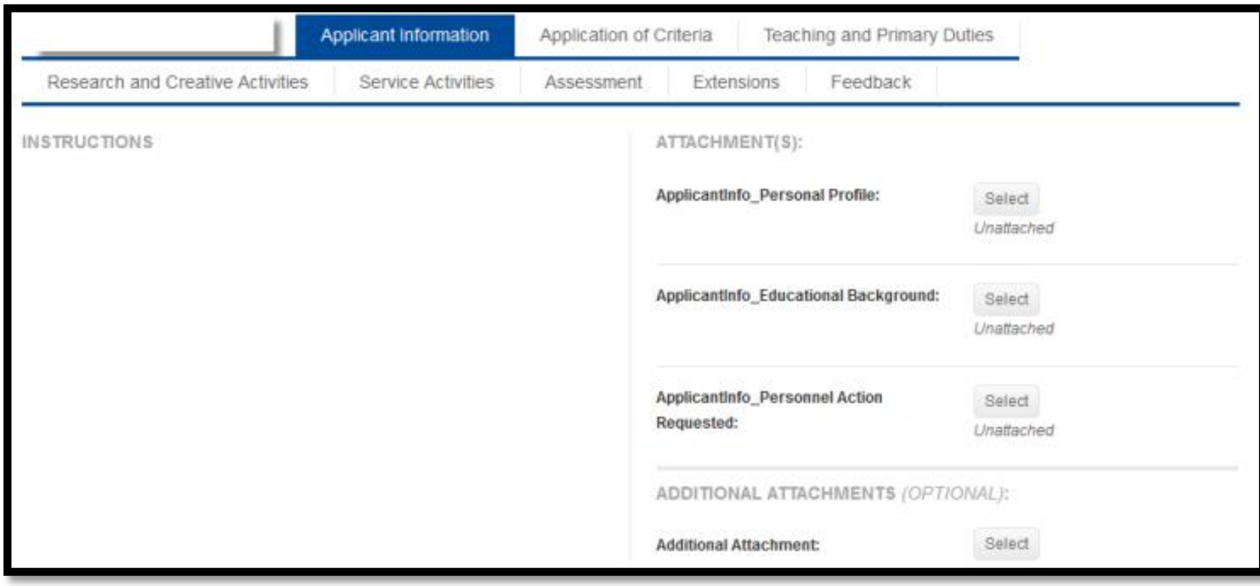


3. Click on the **Portfolios** option
4. Click on the **Portfolios** sub-menu option

5. Select **NEIU Faculty Portfolio**
6. Navigate through the tabs.
7. Within each tab you will have required items listed. To modify a required section, click the **Select** button.
   Note: You will be able to add additional sections through the **Additional Attachments** option.



Applicant Information – General



Within Applicant Information there are three pre-defined attachments that need to be completed:

- ApplicantInfo_Personal Profile
- ApplicantInfo_Educational Background
- ApplicantInfo_Personnel Action Requested

To update these sections with your appropriate information, you must click the **Select** button to open the form and complete the required sections.

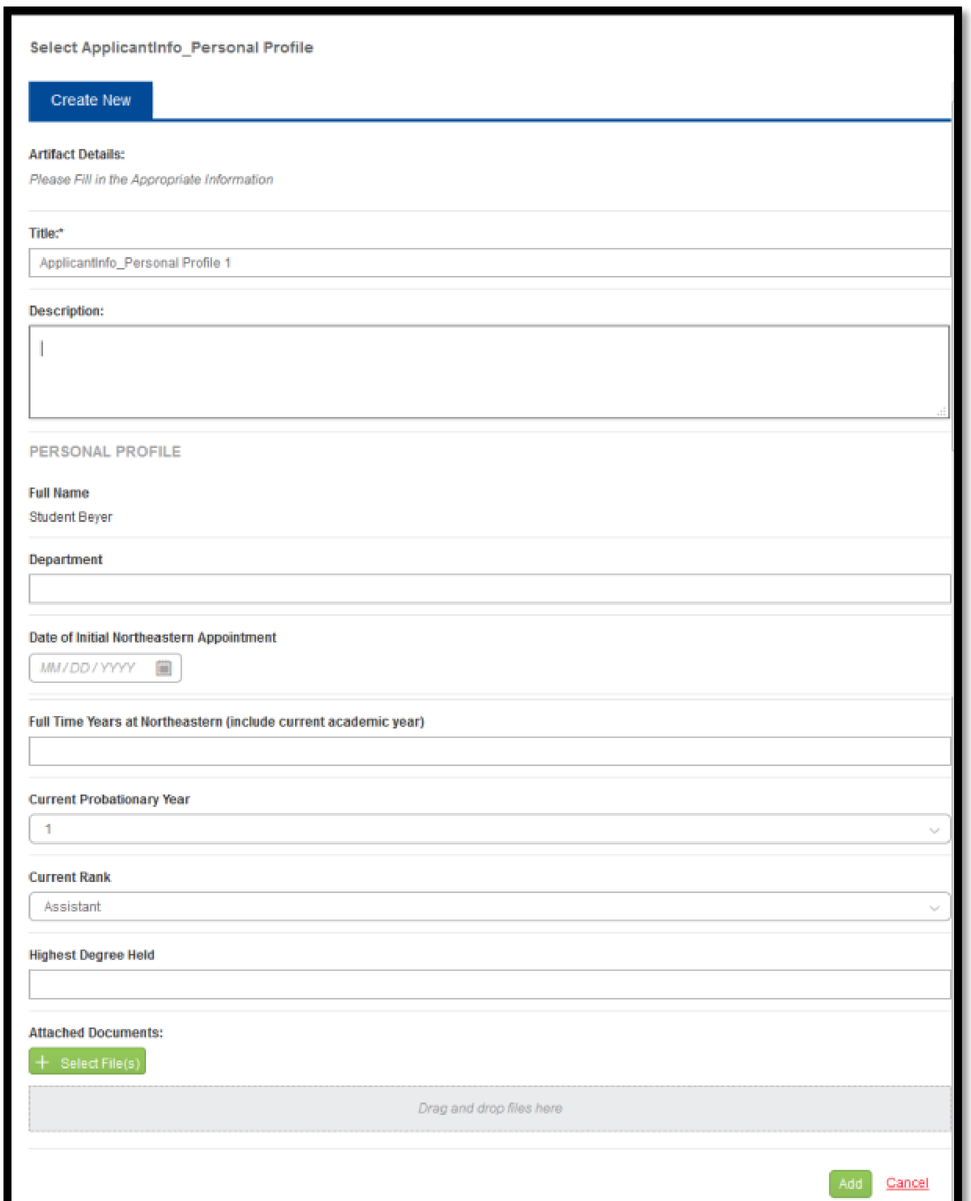
Applicant Information

Personal Profile

The title of your Applicant Information should use the following naming convention: Last Name, First Name_Personal Profile, e.g. Beyer, Kenneth_Personal Profile
No Description is needed.

- Your Full Name will automatically filled in since you have logged into Tk20.
- Type your department in the blank provided.
- Click on **Choose Date** to fill in your initial date of Northeastern Appointment
- Type your Years of Full Time at Northeastern
- Select your current probationary year and your current rank from the drop down menu.
- Type your highest degree held.

Click on the green **Add** button to finish and save this section.



Applicant Information

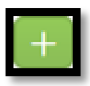
Educational Background

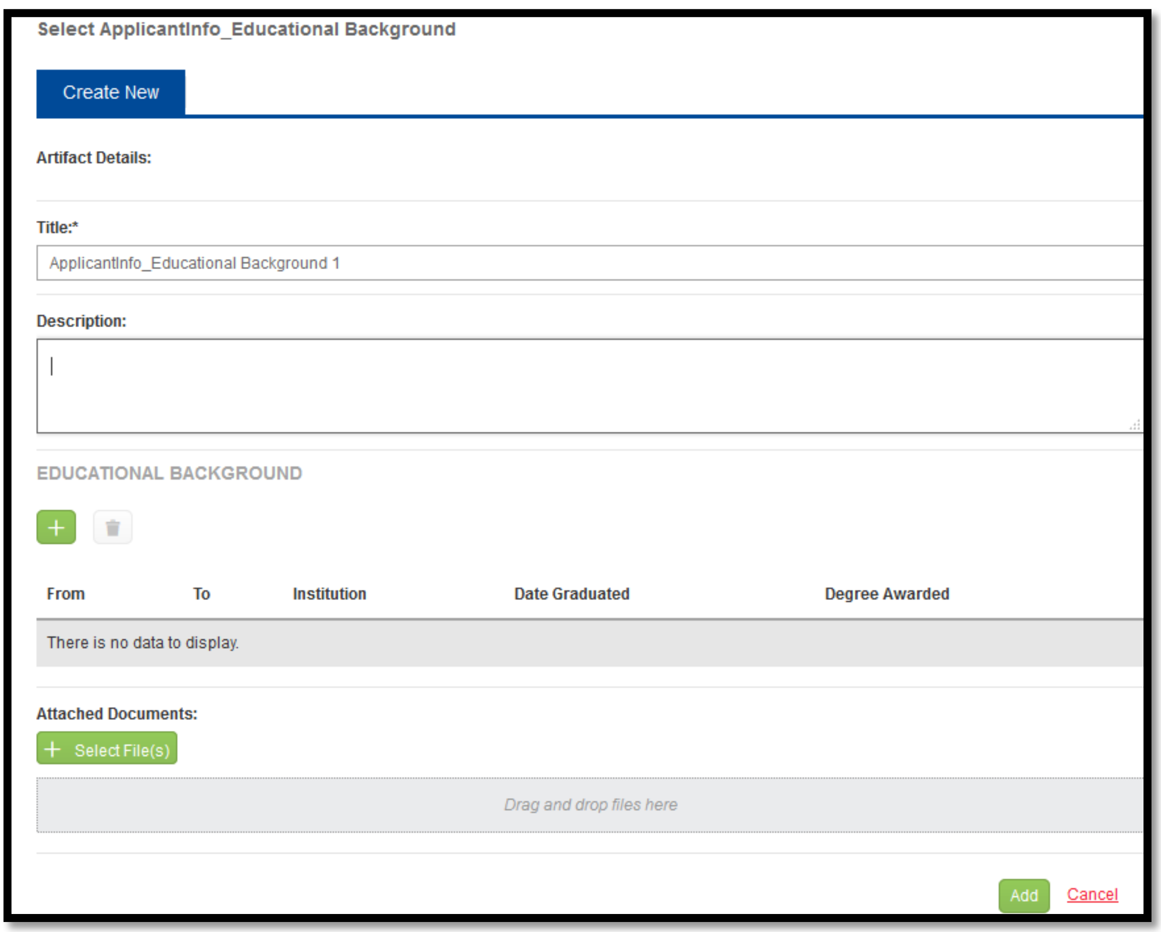
The title of your Educational Background should use the following naming convention: Last Name, First Name_Educational Background, e.g. Beyer, Kenneth_Educational Background

No Description is needed.

- Click on the **Add Row** button to add a row for each degree to be documented.
  Note: List your degree with the most recently degree first
  - Within each row type the required information.
    - Degree Start***** (From)
    - Degree End***** (To)
    - Institution
    - Date Graduated*****
    - Degree Awarded

  ***Note:** Type dates in the MM/DD/YYYY format.

Click on the green **plus** button  to additional rows.
Click on the green **Add** button to finish and save this section.



Applicant Information

Personnel Action Requested

The title of your Personnel Action Requested should use the following naming convention: Last Name, First Name_Personnel Action_Personnel Action, e.g. Beyer, Kenneth_Retention_Year 1

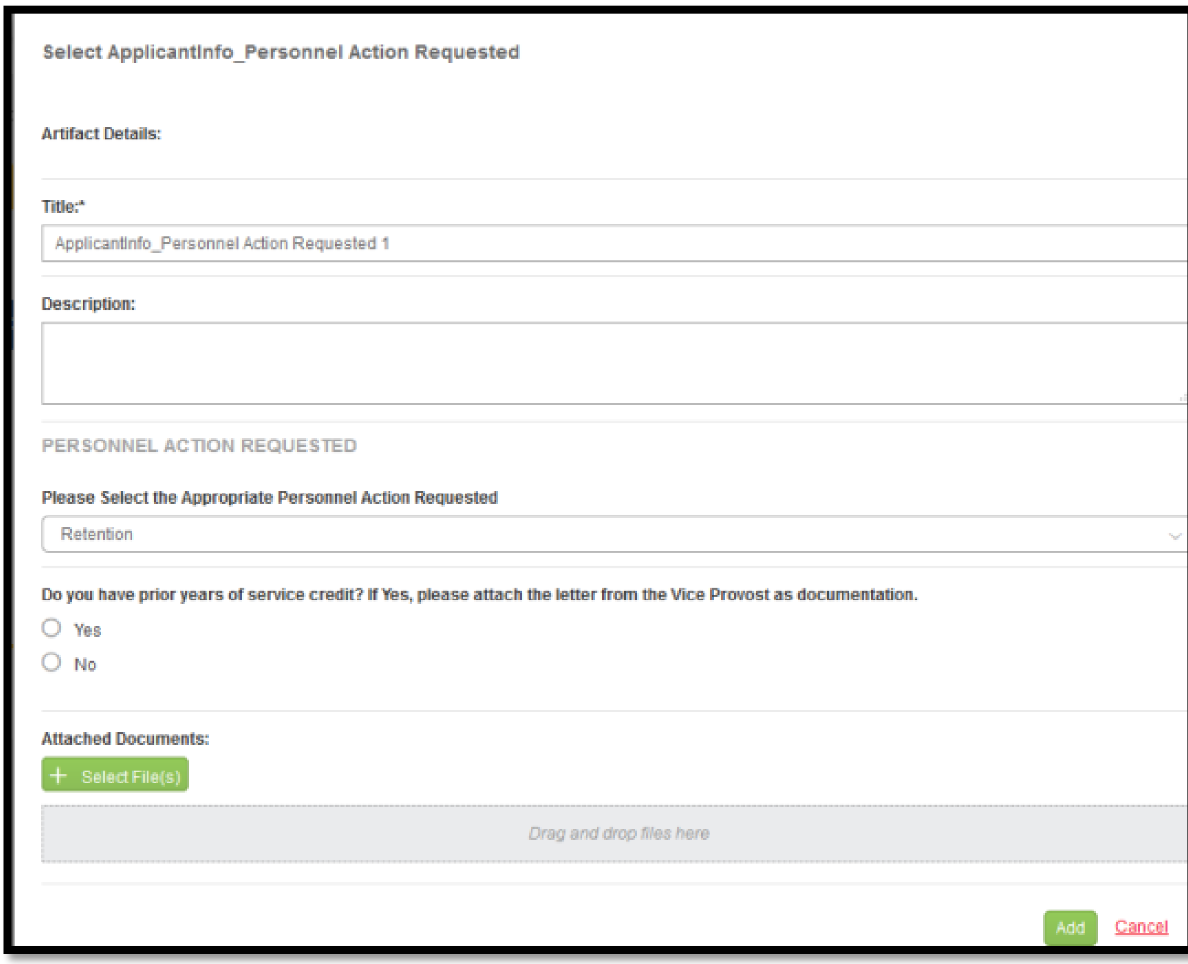
No Description is needed.

Select your Appropriate Personnel Action from the drop down menu provided.

Select Yes or No if you have prior years of service credit.

If Yes, Attach the file in the **Attached Documents** area.

Click on the green **Add** button to finish and save this section.



Application of Criteria

Click on the **Select** button to upload the official **Department Application of Criteria.**

The title of your Application for Criteria should use the following naming convention: Department DAC, e.g. Marketing and Management DAC.

Click on the green **Add** button to finish and save this section.

What Semesters are included in my ePortfolio?

If you are creating a Year One your portfolio only incudes Fall 2016 semester.

If you are creating a Year Two your portfolio includes Fall 2015, Spring 2016, Summer 2016 (if applicable) and Fall 2016.

If you are creating a Year Three, Year Four or Year Five your portfolio includes Spring 2016 through Fall 2016.

If you creating your tenure/associate professor portfolio it requires that all evaluation periods (years 1-6) are available for review.

See Chart on page 8 about what materials are needed

Changes to your Portfolio after it has been locked

Once the evaluation process has begun, you may be requested by your DPC to add, rearrange, and/or edit your portfolio. To accomplish this task, your DPC chair sends an email to Mark McKernin (m-mckernin@neiu.edu) and Sophia Mihic (s-mihic@neiu.edu) about the request. Mark & Sophia will send an email with their decision and the time frame for making the requested changes to the DPC Chair, the faculty member, and Kenny Beyer. After the changes are made, please notify Kenny Beyer so he can relock your portfolio so your DPC can do one more review before it goes to the department chairperson.

Any future requests (after DPC changes) for portfolio changes must be approved by Mark McKernin (m-mckernin@neiu.edu). The conditions under which materials can be added to the evaluation are referenced in Article 25.04.D.3.

Observations and Evaluations

Teaching Professionals must include two *signed* peer observations and one *signed* chair observation in their portfolios.

Resource Professionals must include two *signed* peer evaluations of their primary duties.

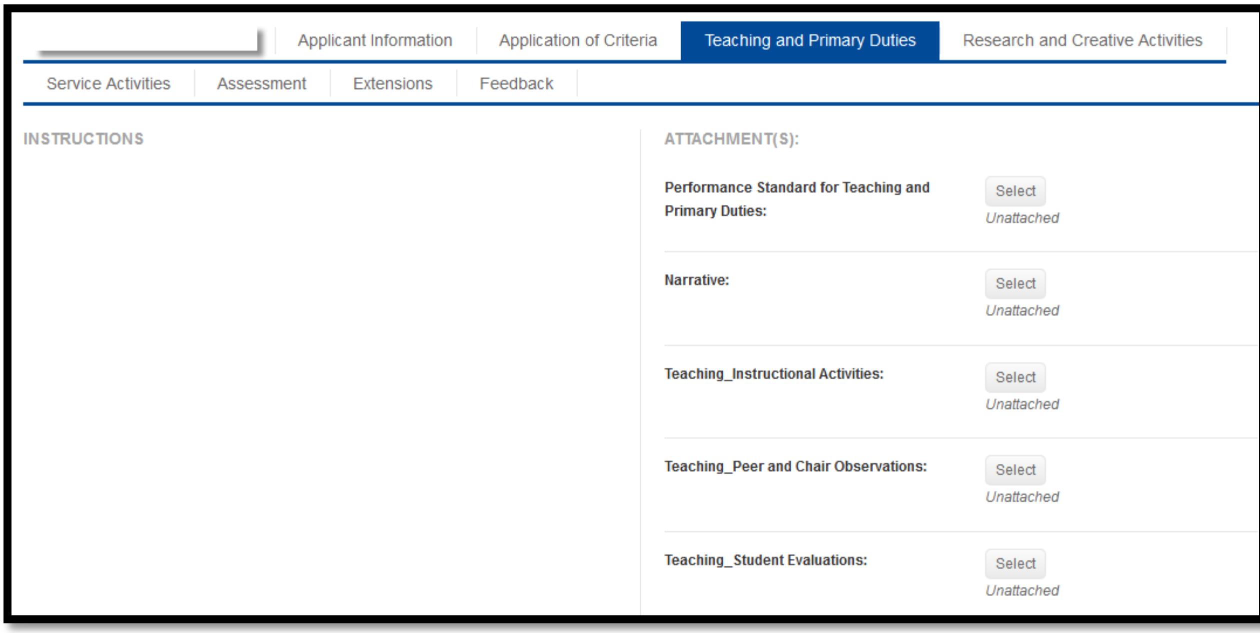
Contact your chair if these observations have not occurred or have not been scheduled. Student evaluations are required and must be included in your portfolio, as applicable. Contact chair to learn when your student evaluations will occur and when they will be ready for you to include in your portfolio.

Department chairs (and DPC members) have been asked to make sure that you receive your summarized student evaluations, and signed copies of peer and chair observations by the end of the Fall semester. It will be helpful to remind them of your portfolio deadlines.

Desire2Learn

To give your reviewers access to your Desire2Learn site, send an email to Kenny Beyer by one week prior to the due date. In your email message identify the courses by their D2L ID#, e.g. BIO_100_1_201610 that you wish to include in your portfolio. No more than three different courses should be made available to your reviewers. The inclusion of the D2L link does not eliminate your need to submit the required instructional materials identified in the contract or in your specific Application of Criteria. Within Tk20 for the D2L link you will need to put the login URL, http://neiu.desire2learn.com.

Teaching and Primary Duties – General



Within Teaching and Primary Duties there are five pre-defined attachments that need to be completed:

- Performance Standard for Teaching and Primary Duties
- Narrative
- Teaching_Instructional Activities
- Teaching_Peer and Chair Observations
- Teaching_Student Evaluations

To update these sections with your appropriate information, you must click the **Select** button to open the form and complete the required sections.

Additional Attachments can be added by clicking the **Select** button and selecting the appropriate section:

- Course Development or Modification
- Individualized Instruction
- Non-Traditional Instruction
- Other Instructional Activities
- Other Student Evaluations
- Other Duties

Teaching and Primary Duties

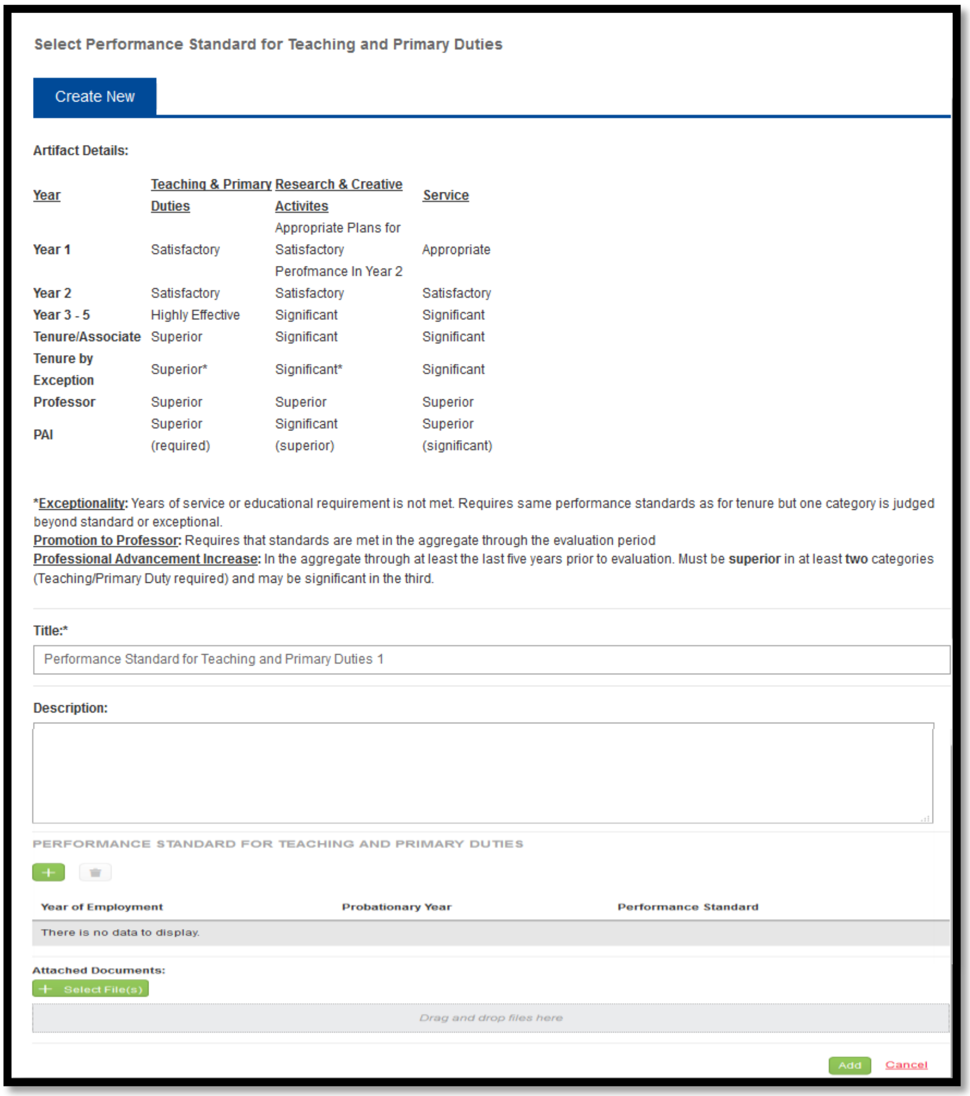
Performance Standards

The title of your Performance Standard for Teaching and Primary Duties should use the following naming convention: Last Name, First Name_Teaching and Primary Duties_Standard, e.g. Beyer, Kenneth_Teaching and Primary Duties_Satisfactory

Click on the green **plus** button  to additional rows.

- Type the in the *required fields*
    - Year of Employment
    - Probationary Year
- Select the appropriate *Performance Standard* from the drop down menu

Note: View the information in Artifact Details to help you decide on your performance standard. Click on the green **Add** button to finish and save this section.



Select Performance Standard for Teaching and Primary Duties

Create New

Artifact Details:

Year	Teaching & Primary Duties	Research & Creative Activites	Service
Year 1	Satisfactory	Appropriate Plans for Satisfactory Perofmance In Year 2	Appropriate
Year 2	Satisfactory	Satisfactory	Satisfactory
Year 3 - 5	Highly Effective	Significant	Significant
Tenure/Associate	Superior	Significant	Significant
Tenure by Exception	Superior*	Significant*	Significant
Professor	Superior	Superior	Superior
PAI	Superior (required)	Significant (superior)	Superior (significant)

*Exceptionality: Years of service or educational requirement is not met. Requires same performance standards as for tenure but one category is judged beyond standard or exceptional.
Promotion to Professor: Requires that standards are met in the aggregate through the evaluation period
Professional Advancement Increase: In the aggregate through at least the last five years prior to evaluation. Must be **superior** in at least **two** categories (Teaching/Primary Duty required) and may be significant in the third.

Title:*

Performance Standard for Teaching and Primary Duties 1

Description:

PERFORMANCE STANDARD FOR TEACHING AND PRIMARY DUTIES

Year of Employment	Probationary Year	Performance Standard
There is no data to display.		

Attached Documents:

Select File(s)

Drag and drop files here

Add Cancel

Teaching and Primary Duties

Narrative

The title of your Narrative section should use the following naming convention: Last Name, First Name_Teaching Narrative, Year, e.g. Beyer, Kenneth_Teaching Narrative_Year 1

Simply copy and paste your narrative in the text box provided and attach any required documentation within the attachments section.

If your narrative needs to have documentation included it is suggested that you include footnote-like in text citation with the file name of the documentation having the same name as the footnote-like citation.

<u>Example</u>

In 2015, I had my first peer-reviewed journal article published in my field's most respected journal, see (1) 2015 Article.

Attachments

(1) 2015 Article.pdf

Basic Portfolio Setup

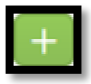
	1st Year	2nd Year	3rd - 5th Year	Tenure	Full Prof	PAI
Content Needed, e.g. Syllabi	Fall Semester	Copy 1st year and add Spring, Summer (if applicable), Fall	Spring, Summer (if applicable), Fall of current calendar year	Ueverything since the beginning of time	Since Tenured	Past 5 years
Signed Peer/Chair Observations	2 Peer/1 Chair	2 Peer/1 Chair plus your first year observations	2 Peer/1 Chair	Everything since the beginning of time	Since Tenured	Past 5 years
Course Evaluations	Fall Semester	Fall, Spring, Summer (if applicable), Fall	Spring, Summer (if applicable), Fall of current calendar year	Everything since the beginning of time	Since Tenured	Past 5 years
Narratives	Fall Semester	Overall Experience from Fall, Spring, Fall	Reflective of proper year	Reflective of the entire tenure process	Since Tenured	Past 5 years
Submit portfolio	**by Tuesday, January 10, 2017 @ 11:59 p.m.**			**by Wednesday, October 12 @ 11:59 p.m.**		
Final Step Due to Kenny	Email Kenny that Portfolio is ready to be locked for DPC	Email Kenny that Portfolio is ready to be locked for DPC	Email Kenny that Portfolio is ready to be locked for DPC	Email Kenny that Portfolio is ready to be locked for DPC	Email Kenny that Portfolio is ready to be locked for DPC	Email Kenny that Portfolio is ready to be locked for DPC

Teaching and Primary Duties

Instructional Activities

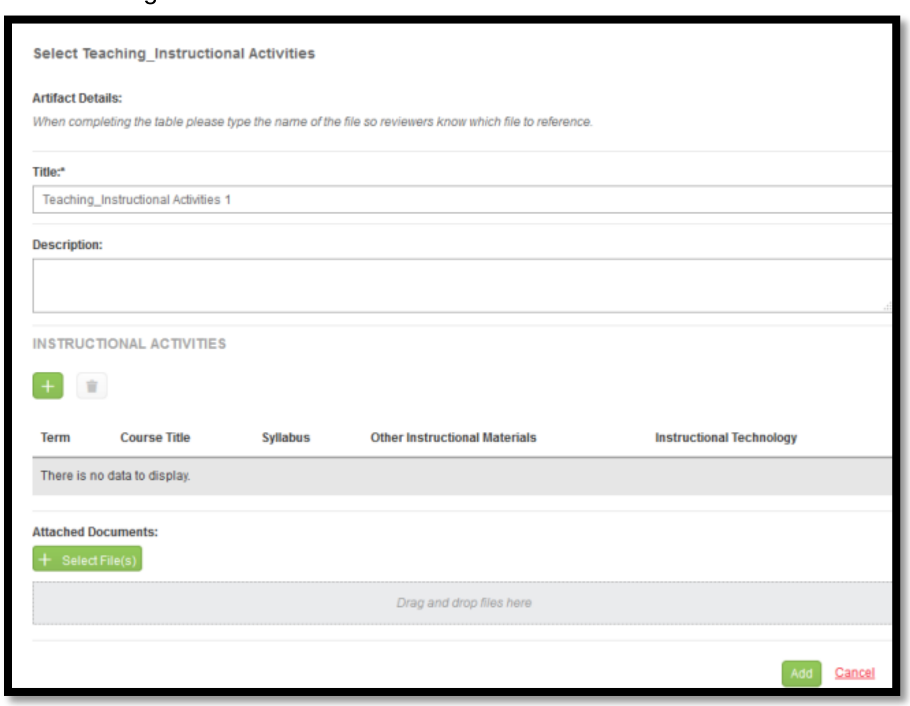
The title of your Instructional Activities should use the following naming convention: Last Name, First Name_Instructional Activities, Year, e.g. Beyer, Kenneth_Instructional Activities_Year 1

No Description is needed.

Click on the green **plus** button  to add a row for each course taught during this review period.

Note: List your courses with the most recently taught first

- Within each row type the required information.
  - Term
  - Course Title (Include Department code and Course Number)
  - Name of your syllabus
  - Name of your instructional materials
  - Any notes about Instructional Activity
- You will need to Attach your Syllabi as well examples of Instructional Materials
  - Files must be named in a way that is reviewer friendly using these naming conventions
    - Syllabi: Course Title_Semester_Syllabus; e.g. Intro to Biology_Spring 2016_Syllabus
    - Instructional Materials: Course Title_Semester_*type of Instructional Activity*; e.g. Intro to Biology_Spring 2016_PowerPoint Lecture
  - In the Instructional Technologies mention technologies you might be using such as D2L, Prezi, etc. If you want to showcase one of these, please paste the URL to this space, e.g. D2L; http://neiu.desire2learn.com
- Within the table, type the file name of the appropriate documentation to help your reviewers. Click on the green **Add** button to finish and save this section.



Teaching and Primary Duties

Peer and Chair Observations

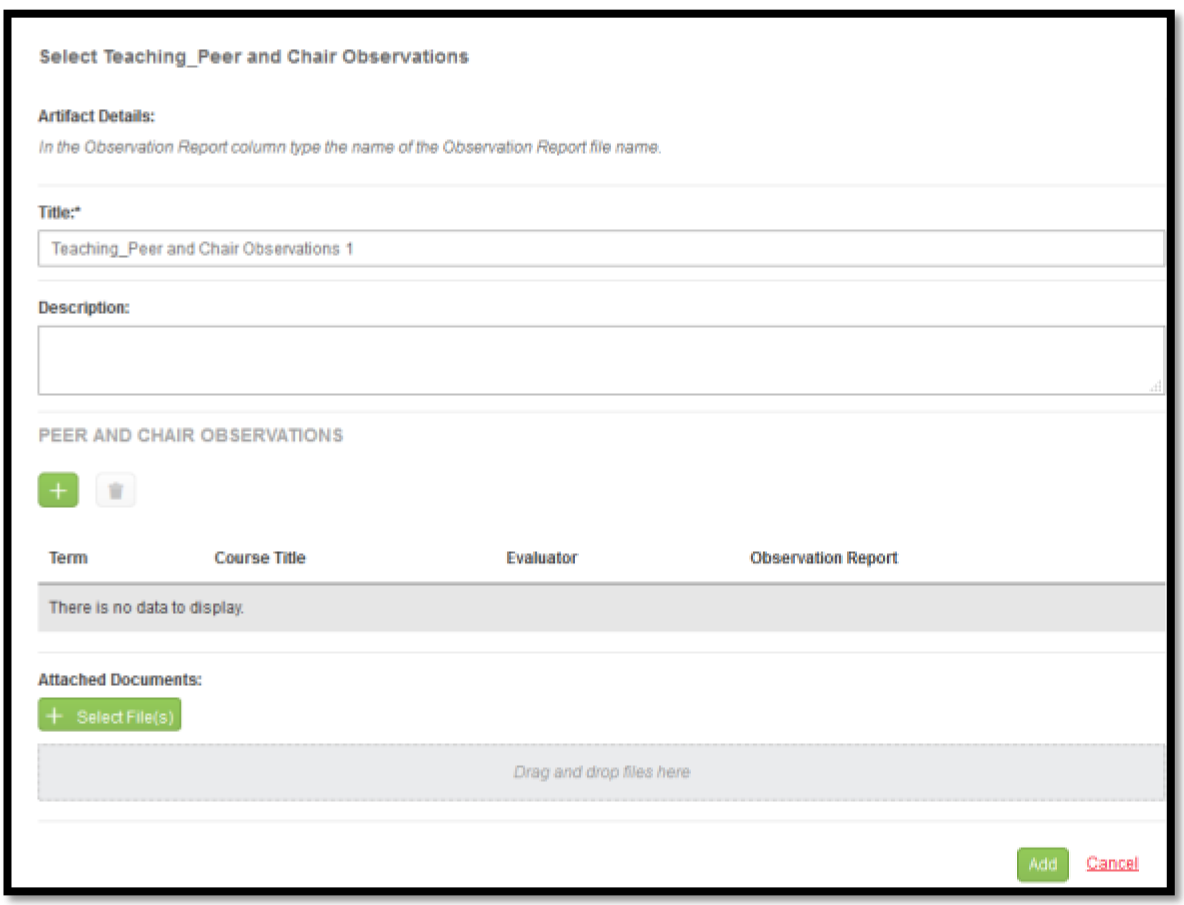
The title of your Peer and Chair Observations section should use the following naming convention: Last Name, First Name_Peer & Chair Observations, Year, e.g. Beyer, Kenneth_Peer & Chair Observations_Year 1

No Description is needed.

Click on the green **plus** button  add a row for each observation you received during this review period.

- Within each row type the required information.
  - Term
  - Course Title (Include Department code and Course Number)
  - Evaluator
  - Name of observation report
- You will need to Attach your Observation Reports
  - Files must be named in a way that is reviewer friendly using these naming conventions
    - Type of Observer_Observer Last Name_Semester; e.g. Chair_Kasmer_Spring 2016

Click on the green **Add** button to finish and save this section.



Teaching and Primary Duties

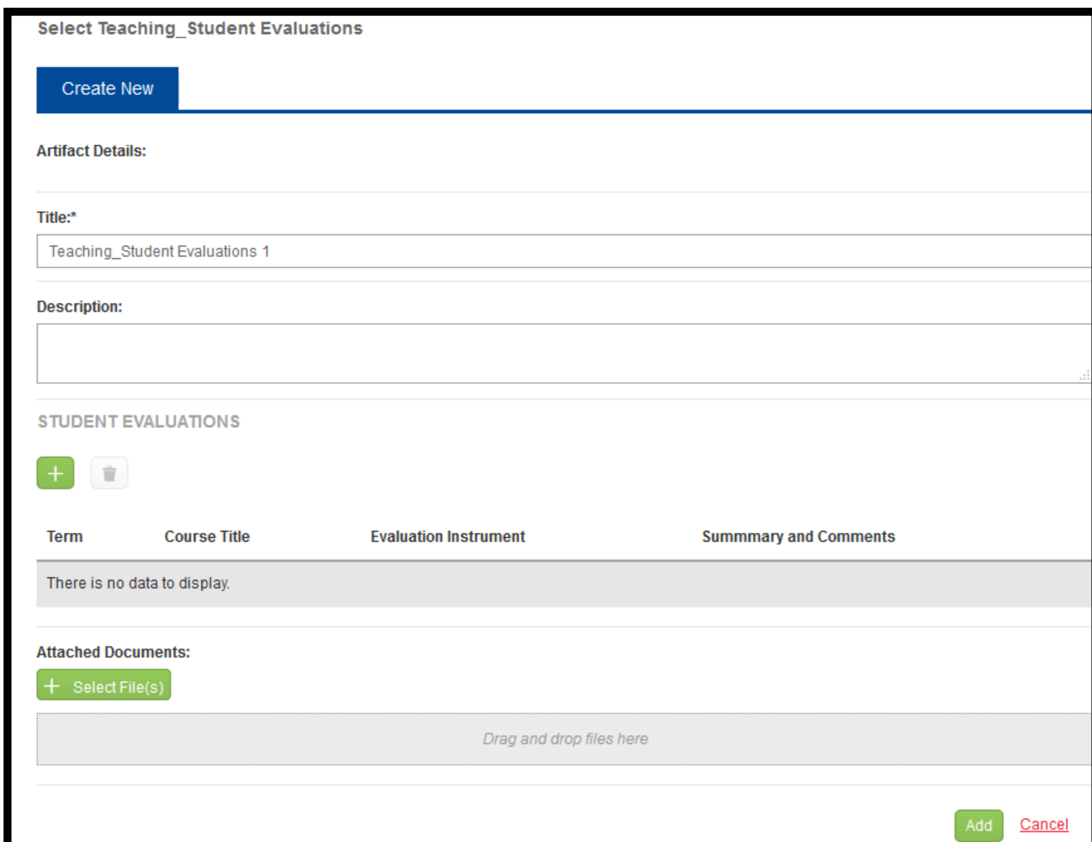
Student Evaluations

The title of your Student Evaluations section should use the following naming convention: Last Name, Student Evaluations, Year, e.g. Beyer, Kenneth_Student Evaluations_Year 1

No Description is needed.

- Click on the green **plus** button  add a row for each student evaluation you received during this review period.
  - Within each row type the required information.
    - Term
    - Course Title (Include Department code and Course Number)
    - Evaluation Instrument (note only needs to be uploaded once) per review year
    - Name of Summary and Comments report
- You will need to Attach your Student Evaluation Reports
  - Files must be named in a way that is reviewer friendly using these naming conventions
    - Type of Student Eval_Course_Semester: e.g. Student Evaluations_BIO_101_1_Spring 2016

Click on the green **Add** button to finish and save this section.



Teaching and Primary Duties

Additional Teaching and Primary Duties

The first five sections (Performance Standard, Narrative, Instructional Activities, Peer & Chair Observations and Student Evaluations) are pre-built and required for your portfolio; however, there are numerous other duties that you performed that need to be documented.

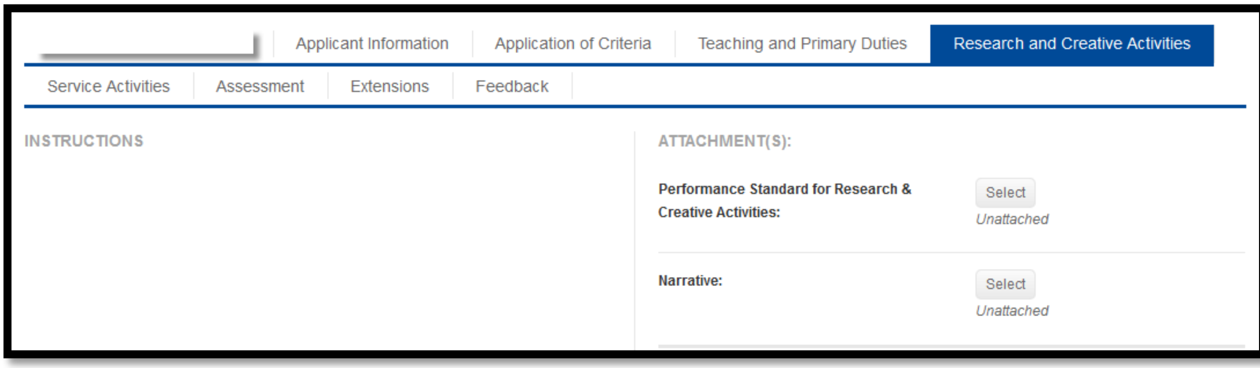
Examples of these duties include, but not limited to:

- Course Development or Modification
- Individualized Instruction
- Non-Traditional Instruction
- Other Instructional Activities
- Other Student Evaluations
- Other Duties

To add one of these sections, complete these steps:

1. Click on the Teaching and Primary Duties tab within your portfolio
2. Click on **Select** button within the *Additional Attachments* section.
3. From the **Please Select the Artifact Type** drop down menu, find the appropriate artifact to add. **Note:** All Teaching type artifacts start with **Teaching_**
4. Scroll to the bottom and click the **Add** button.
5. Title the new artifact using the following naming convention: Last Name_*Artifact Type*_Year; e.g. Beyer_Advising_Year 1
6. Provide any required narrative information, complete the table, and upload the appropriate documentation.
7. Click on the green **Add** button to add this to your portfolio.

Research and Creative Activities – General



Within Research and Creative Activities there are two pre-defined attachments that need to be completed:

- Performance Standard for Teaching and Primary Duties
- Narrative

To update these sections with your appropriate information, you must click the **Select** button to open the form and complete the required sections.

Additional Attachments can be added by clicking the **Select** button and selecting the appropriate section:

- Research Publication
  - Books
  - Referred Articles and/or Chapters
  - Non-Referred Articles and/or Chapters
  - Other
- Research Presentations
  - Local, State, or Regional
  - National
  - International
  - Other
- Research in Progress
- Research Professional Development
- Research Sponsored
- Research Other
- Research Performances
  - Invitational
  - Juried
- Creative Activity
  - In Progress
  - Other
- Exhibitions
  - Invitational
  - Juried

Research and Creative Activities

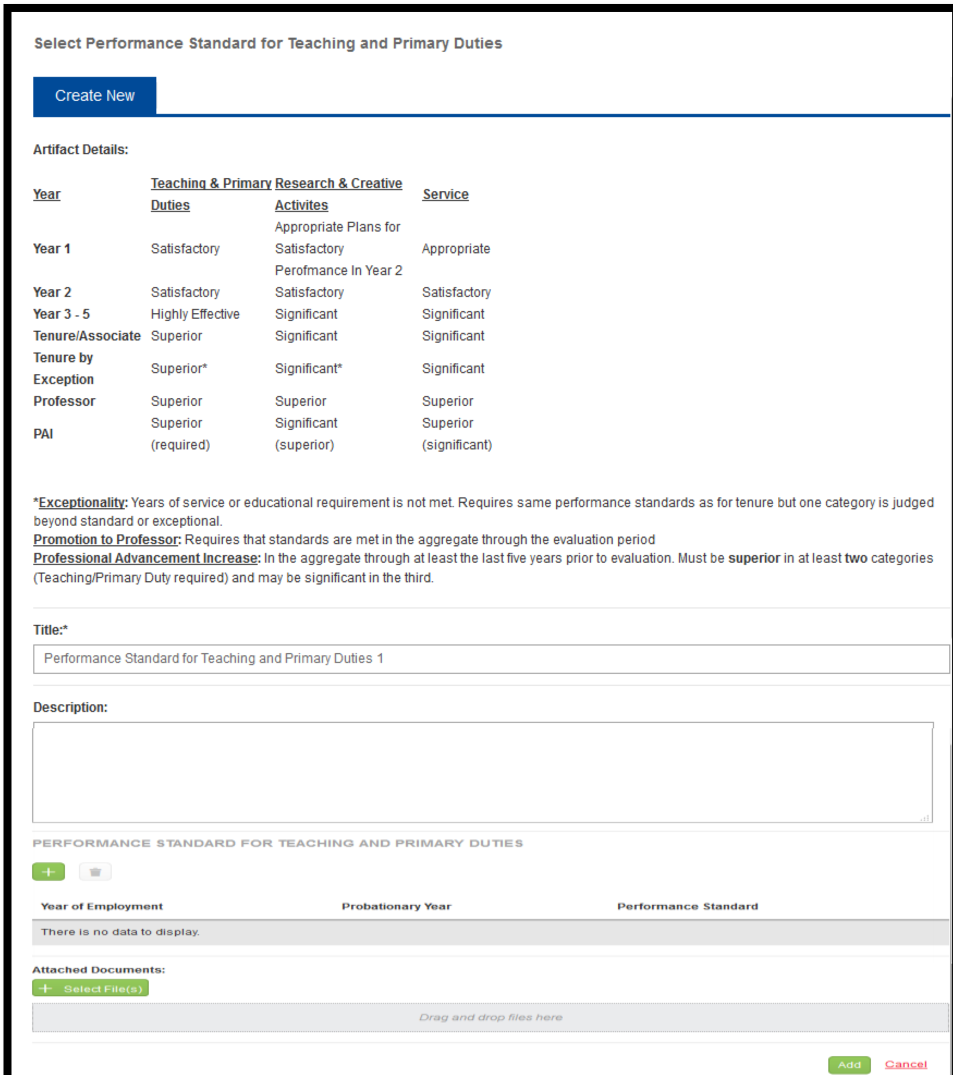
Performance Standards

The title of your Performance Standard for Research and Creative Activities section should use the following naming convention: Last Name, First Name_Research & Creative Activities_Standard, e.g. Beyer, Kenneth_Research and Creative Activities_Appropriate Plans

- Click on **Add Row**
    - Type the in the *required fields*
        - Year of Employment
        - Probationary Year
    - Select the appropriate *Performance Standard* from the drop down menu

Note: View the information in Artifact Details to help you decide on your performance standard.

Click on the green **Add** button to finish and save this section.


Select Performance Standard for Teaching and Primary Duties

Create New

Artifact Details:

Year	Teaching & Primary Duties	Research & Creative Activites	Service
Year 1	Satisfactory	Appropriate Plans for Satisfactory Perofmance In Year 2	Appropriate
Year 2	Satisfactory	Satisfactory	Satisfactory
Year 3 - 5	Highly Effective	Significant	Significant
Tenure/Associate	Superior	Significant	Significant
Tenure by Exception	Superior*	Significant*	Significant
Professor	Superior	Superior	Superior
PAI	Superior (required)	Significant (superior)	Superior (significant)

*__Exceptionality:__ Years of service or educational requirement is not met. Requires same performance standards as for tenure but one category is judged beyond standard or exceptional.
__Promotion to Professor:__ Requires that standards are met in the aggregate through the evaluation period
__Professional Advancement Increase:__ In the aggregate through at least the last five years prior to evaluation. Must be **superior** in at least **two** categories (Teaching/Primary Duty required) and may be significant in the third.

Title:*

Performance Standard for Teaching and Primary Duties 1

Description:

PERFORMANCE STANDARD FOR TEACHING AND PRIMARY DUTIES

Year of Employment	Probationary Year	Performance Standard
There is no data to display.		

Attached Documents:

Select File(s)

Drag and drop files here

Add Cancel

Research and Creative Activities

Narrative

The title of your Narrative section should use the following naming convention: Last Name, First Name_Research Narrative, Year, e.g. Beyer, Kenneth_Research Narrative_Year 1

Simply copy and paste your narrative in the text box provided and attach any required documentation within the attachments section.

Documenting Research and Creative Activities

Only the Performance Standard and Narrative are pre-built within portfolio; however, there are numerous research and creative activities that need to be documented.

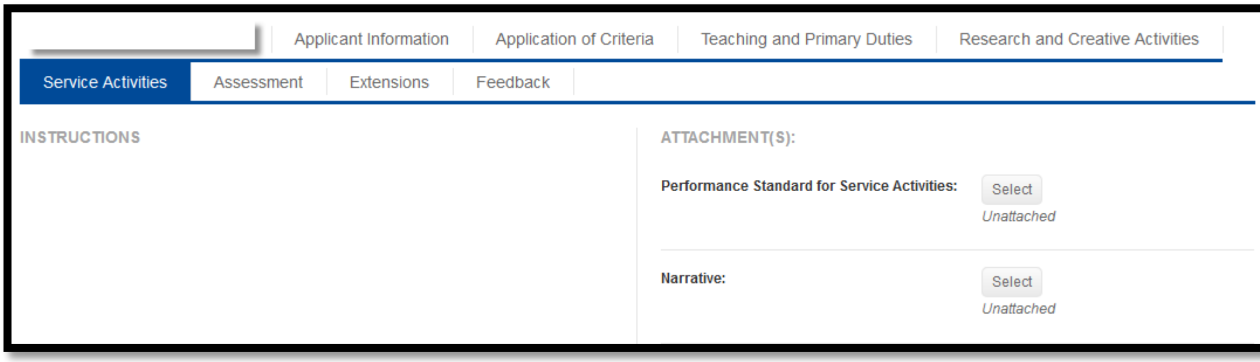
Examples of these research and creative activities include, but not limited to:

- Research Publication
  - Books
  - Referred Articles and/or Chapters
  - Non-Referred Articles and/or Chapters
  - Other
- Research Presentations
  - Local, State, or Regional
  - National
  - International
  - Other
- Research in Progress
- Research Professional Development
- Research Sponsored
- Research Other
- Research Performances
  - Invitational
  - Juried
- Creative Activity
  - In Progress
  - Other
- Exhibitions
  - Invitational
  - Juried

To add one or more of these sections, complete these steps:

1. Click on the Research and Creative Activities tab within your portfolio
2. Click on **Select** button within the *Additional Attachments* section.
3. From the **Please Select the Artifact Type** drop down menu, find the appropriate artifact to add.
   Note: All Service type artifacts start with **Research_**
4. Scroll to the bottom and click the **Add** button.
5. Title the new artifact using the following naming convention: *Artifact Type*_Mini Description_Year; e.g. Presentation_Local_FSI_Year 1
6. Provide any required narrative information, complete the table, and upload the appropriate documentation.
7. Click on the green **Add** button to add this to your portfolio.
8. Repeat these steps for each additional artifact type you need to add.

Service – General



Within Service Activities there are two pre-defined attachments that need to be completed:

- Performance Standard for Teaching and Primary Duties
- Narrative

To update these sections with your appropriate information, you must click the **Select** button to open the form and complete the required sections.

Additional Attachments can be added by clicking the **Select** button and selecting the appropriate section:

- Department
- College
- University
- Professional Organizations
- Related to the Profession
- Community

Service Activities

Narrative

The title of your Narrative section should use the following naming convention: Last Name, First Name_Service Narrative, Year, e.g. Beyer, Kenneth_Service Narrative_Year 1

Simply copy and paste your narrative in the text box provided and attach any required documentation within the attachments section.

Documenting Service Activities

Only the Performance Standard and Narrative are pre-built within portfolio; however, there are numerous service activities that need to be documented.

Examples of these research and creative activities include, but not limited to:

- Service
  - Department
  - College
  - University
  - Professional Organizations
  - Related to the Profession
  - Community

To add one or more of these sections, complete these steps:

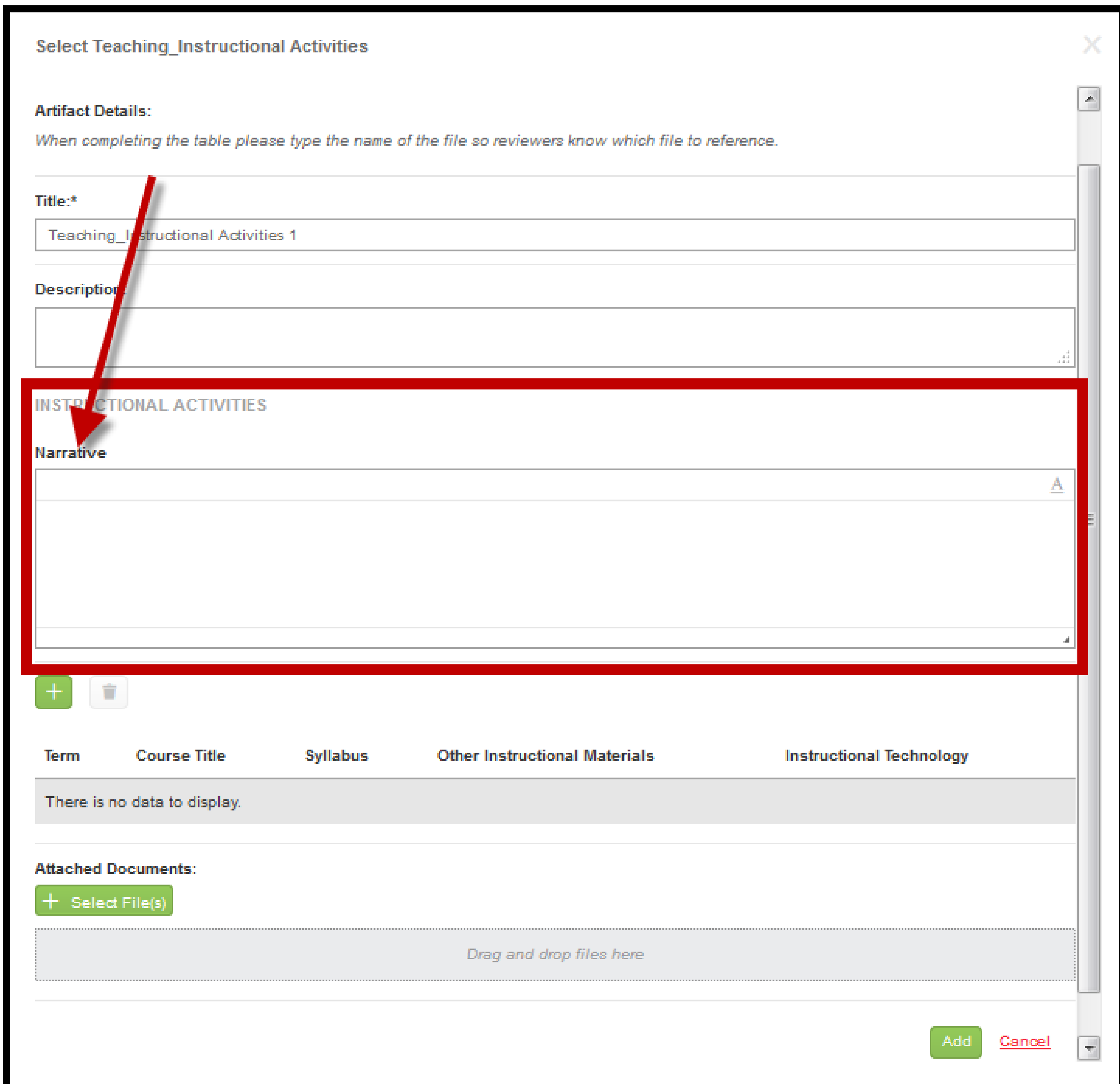
1. Click on the Service Activities tab within your portfolio
2. Click on **Select** button within the *Additional Attachments* section.
3. From the **Please Select the Artifact Type** drop down menu, find the appropriate artifact to add.
   Note: All Service type artifacts start with **Service_**
4. Scroll to the bottom and click the **Add** button.
5. Title the new artifact using the following naming convention: *Artifact Type*__Mini Description_Year; e.g. College_A&S Committee_Year 1
6. Provide any required narrative information, complete the table, and upload the appropriate documentation.
7. Click on the green **Add** button to add this to your portfolio.
8. Repeat these steps for each additional artifact type you need to add.

Alternative Ways for Portfolio Documentation – General

Instead of using pre-defined tables within each section you can use the rich text area (Narrative) section to document evidence for your portfolio.

You can create your own tables and link in a similar method used in the previous system to make it more reviewer friendly.

When creating your own tables it is important that all of your artifacts be in the **PDF** (Portable Document Format) for all documentation otherwise it can break your portfolio. The table function can be used anywhere you see the Narrative or Mini-Narrative.



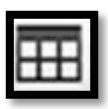
Alternative Ways for Portfolio Documentation

Creating Tables & Uploading Files

<u>Step 1: Creating Tables</u>

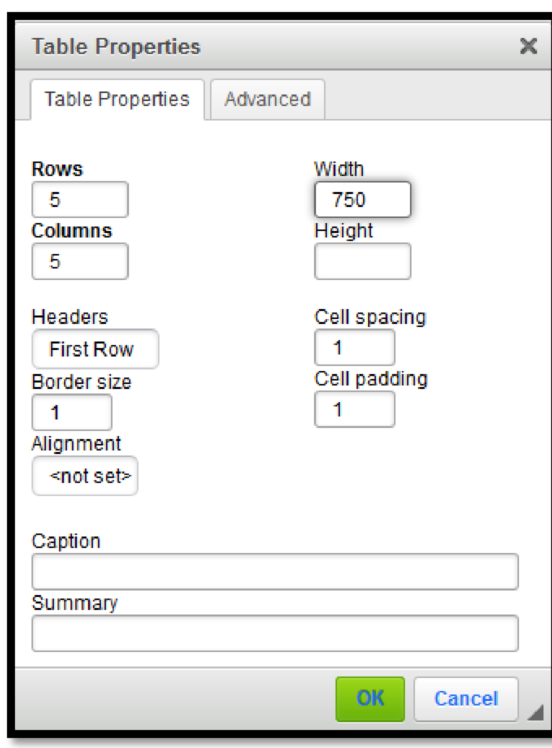
1. Click on the **A** to open the HTML editor.

Note: The HTML editor appears with its entire set of tools available to create tables and uploading files.

2. Click on the **Table**  button.

3. Within Table Properties apply these settings then press the **OK** button

   Rows: 5
   Columns: 5
   Headers: First Row
   Border Size: 1
   Width: 750
   Cell Spacing: 1
   Cell Padding: 1



Note: Rows and Columns can be added or deleted by clicking by **right** clicking on the appropriate area and selecting **row** or **column** then the appropriate option.

4. Type the header row for specific your table requirements;
   Instructional Activities: Term, Course, Syllabus, Other Instructional Materials, Instructional Technology
   Peer and Chair Observations: Term, Course Title, Evaluator, Observation Report
   Student Evaluations: Term, Course Title, Evaluation Instrument, Summary & Comments
   Course Development: Course, Activity, Documentation
   Individualized Instruction: Term, Student Name, Activity, Documentation
   Non-Traditional Education and Multi-Disciplinary Programs: Term, Program, Student or Activity, Documentation
   Other Student Evaluations: Term, Course Title, Instrument or Activity, Outcome or Report
   Departmental Service: Time Period, Activity, Documentation
   College Service: Time Period, Activity, Documentation
   University Service: Time Period, Activity, Documentation

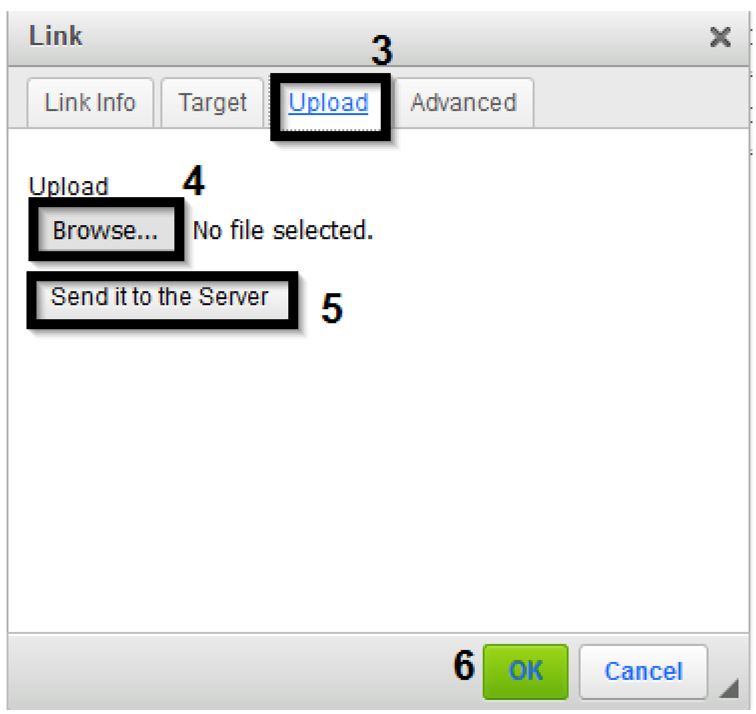
   NOTE: All other types of documentation are just free form text boxes; however, the ones above require tables.

5. Type the data into rows to document your activity.

   Note: Click the maximize button  to view the table easier.

Step 2: Uploading Documentation Files
Note: All documentation files must be in PDF format.

1. Highlight the word(s) you want to link your documentation file to in your table of information.



2. Click the link button 
3. Click on the **Upload** tab
4. Click on the **Browse…** button to upload the file
5. Click on the **Send it to the Server** button.

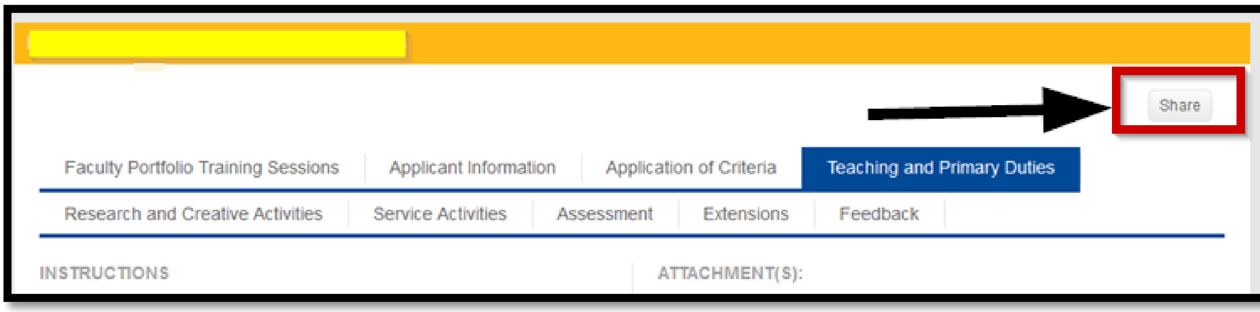
   Note: You will receive a confirmation pop-up message, **Upload Successful**. Press OK to close the pop-up message.

6. Click on the **OK** button.
7. Repeat for each documentation link.
8. Click on Maximize button again
9. Click on the green **Add** button.

How to Verify Portfolio Links and Layout

A common concern among faculty using Tk20 for their portfolio is to verify that the look and feel of their portfolios. There is a relatively simple way you can check your links or share your portfolio **before** it is officially completed.

1. Log on to Tk20, http://neiu.tk20.com
2. Go to your portfolio (Portfolios > Portfolios)
3. Click on the **Share** button in the upper right.



Note: A new window (Share Portfolio) will open for you to email your portfolio

4. Type the email address to whom you want to share your portfolio. This can be either your own or a peer.

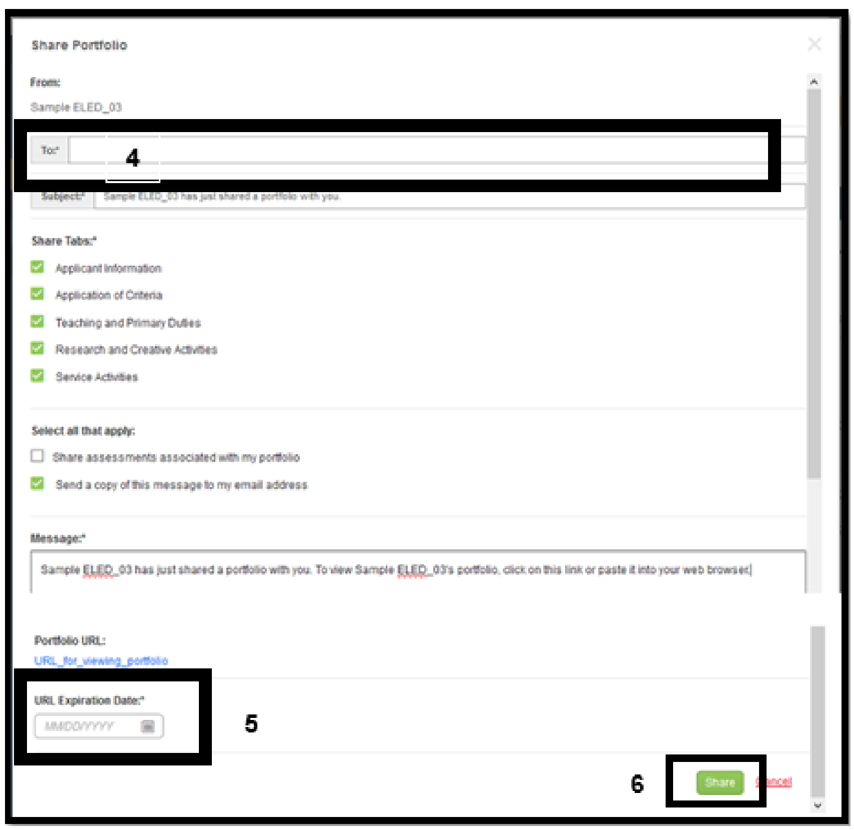
Note: When typing the email address you must type it the space provided and select it. Make sure it displays in the To line.

5. Type the **URL Expiration Date**.

6. Click the **Share** button.

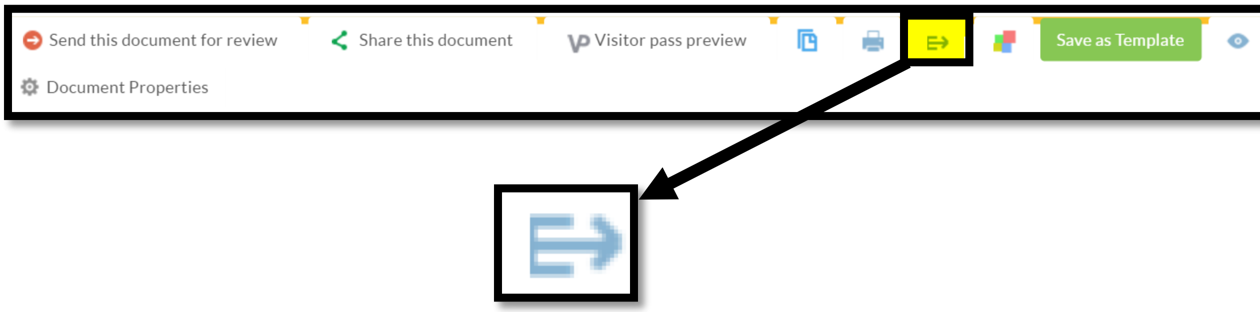
Note: It will take approximately 1-2 minutes for the email to arrive in the recipient's inbox.

Note: Once you have shared your portfolio with yourself (or peer) that link will remain active until the expiration date and it will display the most updated information as you update your portfolio.



How to Export your Previous Years Portfolios from LiveText

1. Log onto LiveText, http://www.livetext.com
2. Enter your username and password
3. Click on **LiveText Docs**
4. Click on the **Title** of your portfolio
5. Click on the **Export** button



Note: Once clicking on the export button it will download a .zip folder. The name of the .zip folder will be doc########.zip, e.g. doc9429634.zip.

6. Extract (unzip) the folder.

7. Go the unzipped folder and double click on **livetext** followed by **doc** then ########.
Note: The files will have an alphanumeric code and an underscore in front of the file name, e.g. kvbX4mwm_HLED_313_syllabus_SP14. The most important aspect of the export is to save your documentation files, e.g. syllabi, course evaluations, etc.

8. If you need to save the narratives, double click on the **doc#######**, then double click on **index**.
Note: Copy and paste the narratives in to MS Word if you need to modify the narratives.

DPC (Departmental Personnel Committee) Portfolio Process

	1st & 2nd Year	3rd - 5th Year	Tenure	Full Professor	PAI
Step 1	On Friday, Jan 13, Kenny will email DPC Chair Visitor Code to evaluate portfolios	On Friday, Jan 13, Kenny will email DPC Chair Visitor Code to evaluate portfolios	On Tuesday, Oct 18, Kenny will email DPC Chair Visitor Code to evaluate portfolios	On Tuesday, Oct 18, Kenny will email DPC Chair Visitor Code to evaluate portfolios	On Tuesday, Oct 18, Kenny will email DPC Chair Visitor Code to evaluate portfolios
Step 2	Evaluate your colleagues' portfolios including any changes by Monday, January 23 **Note:** The Department Chairperson receives portfolio access on Tuesday, January 24	Evaluate your colleagues' portfolios including any changes by Thursday, January 26 **Note:** The Department Chairperson receives portfolio access on Friday, January 27	Evaluate your colleagues' portfolios including any changes by Monday, October 31 **Note:** The Department Chairperson receives portfolio access on Tuesday, November 1	Evaluate your colleagues' portfolios including any changes by Monday, October 31 **Note:** The Department Chairperson receives portfolio access on Tuesday, November 1	Evaluate your colleagues' portfolios including any changes by Monday, October 31 **Note:** The Department Chairperson receives portfolio access on Tuesday, November 1
Step 3 Requested Changes Process	As Departmental Personnel Committee, you have the ability to request that the faculty member make changes to his/her portfolio. As the DPC Chair, you **must** email Mark McKernin (m-mckernin@neiu.edu) & Sophia Mihic (s-mihic@neiu.edu) for their approval for the faculty member to make the requested changes. Mark and Sophia will email you (the DPC Chair), the faculty member and Kenny their decision and the required time frame for making your requested changes. After the changes are made, the faculty member will notify Kenny Beyer so he can relock your portfolio so you can review the portfolio one more time before it goes to the department chair.				
Step 4 Notify Kenny that the DPC process complete	In order to keep process moving smoothly and efficiently we request that the DPC chair notify Kenny once the DPC work is completed so he can then start the process of sharing it with the department chair	In order to keep process moving smoothly and efficiently we request that the DPC chair notify Kenny once the DPC work is completed so he can then start the process of sharing it with the department chair	In order to keep process moving smoothly and efficiently we request that the DPC chair notify Kenny once the DPC work is completed so he can then start the process of sharing it with the department chair	In order to keep process moving smoothly and efficiently we request that the DPC chair notify Kenny once the DPC work is completed so he can then start the process of sharing it with the department chair	In order to keep process moving smoothly and efficiently we request that the DPC chair notify Kenny once the DPC work is completed so he can then start the process of sharing it with the department chair

Department Chair Portfolio Process

	1st & 2nd Year	**3rd - 5th Year**	**Tenure**	**Full Prof**	**PAI**
Step 1	On Tuesday, January 24 Kenny will email the Chair Visitor Code to evaluate portfolios	On Friday, January 27 Kenny will email the Chair Visitor Code to evaluate portfolios	On Tuesday, November 1 Kenny will email the Chair Visitor Code to evaluate portfolios	On Tuesday, November 1 Kenny will email the Chair Visitor Code to evaluate portfolios	On Tuesday, November 1 Kenny will email the Chair Visitor Code to evaluate portfolios
Step 2	Evaluate your department's portfolios	Evaluate your department's portfolios	Evaluate your department's portfolios	Evaluate your department's portfolios	Evaluate your department's portfolios
Step 3 Notify Kenny Chair process complete	In order to keep process moving smoothly and efficiently we request that the Dept chair notify Kenny once the Chair work is completed so he can then start the process of sharing it with the Dean on Wednesday, February 8.	In order to keep process moving smoothly and efficiently we request that the Dept chair notify Kenny once the Chair work is completed so he can then start the process of sharing it with the Dean on Tuesday, February 21	In order to keep process moving smoothly and efficiently we request that the Dept chair notify Kenny once the Chair work is completed so he can then start the process of sharing it with the Dean on Wednesday, November 23	In order to keep process moving smoothly and efficiently we request that the Dept chair notify Kenny once the Chair work is completed so he can then start the process of sharing it with the Dean on Wednesday, November 23	In order to keep process moving smoothly and efficiently we request that the Dept chair notify Kenny once the Chair work is completed so he can then start the process of sharing it with the Dean on Wednesday, November 23

Note: Chairs may **ONLY** request additional documentation which would be included in the transmittal envelope. Article 25.04.D.3

University Evaluation Schedule Dates

STAGE	PROMOTION to PROFESSOR PAI TENURE with PROMOTION to ASSOCIATE	RETENTION YEARS 1 – 2	RETENTION YEARS 3+
Request Verification	Tuesday, September 13, 16		
Receive Verification	Tuesday, Sep 27, 16		
Share with facportadm by midnight	Wednesday, Oct 12, 16	Tuesday, Jan 10, 17	Tuesday, Jan 10, 17
CTL to DPC	Tuesday, Oct 18, 16	Friday, Jan 13, 17	Friday, Jan 13, 17
DPC to Chair w/ Copy to Faculty	Tuesday, Nov 1, 16	Tuesday, Jan 24, 17	Friday, Jan 27, 17
Chair to Faculty	Tuesday, Nov 15, 16	Tuesday, Jan 31, 17	Monday, Feb 13, 17
Request DPC/Chair Reconsideration	Friday, Nov 18, 16	Friday, Feb 3, 17	Thursday, Feb 16, 17
Chair and/or DPC Reconsideration to Faculty & Dean	Wednesday, Nov 23, 16	Wednesday, Feb 8, 17	Tuesday, Feb 21, 17
Dean to Faculty	Friday, Jan 13, 17	Friday, Feb 17, 17	Monday, Mar 13, 17
Request Dean Reconsideration	Wednesday, Jan 18, 17	Wednesday, Feb 22, 17	Thursday, Mar 16, 17
Dean to Provost w/ Copy to Faculty	Wednesday, Jan 25, 17	Monday, Feb 27, 17	Tuesday, Mar 21, 17
Provost to UPC	Wednesday, Feb 1, 17	Friday, Mar 3, 17	Monday, Mar 27, 17
UPC to Provost w/ Copy to Faculty	Tuesday, Feb 21, 17	Monday, Mar 13, 17	Friday, Apr 14, 17
Request UPC Reconsideration	Friday, Feb 24, 17	Thursday, Mar 16, 17	Wednesday, Apr 19, 17
UPC to Provost w/ Copy to Faculty	Monday, Mar 6, 17	Monday, Mar 27, 17	Monday, Apr 24, 17
President to Faculty → **President to Faculty →**	For Promotion & PAI **Friday, April 28, 2017** For Tenure with Promotion to Associate **Wednesday, May 31, 2017**	Friday, Mar 31, 17	Friday, May 12, 17