## Electronic Submission of Portfolio For Renewal (Articles 4.11)

Member Creates

Portfolio in

OneDrive with folders
named:

- 1. Load Credit Activity
- 2. Creative Activity
- 3. Productive Service
- 4. Professional Activity
- 5. Years in Rank
- 6. Disciplinary Action

Shares *Portfolio* with DEC by deadline D in Table 1

Shares *Portfolio* with dean by deadline E in Table 1

Shares *Portfolio* with Provost by deadline F in Table 1

Provost takes required action and informs

Member by deadline H
in Table 1

DEC evaluates using departmental and Faculty Senate guidelines Chair evaluates according to department guidelines

DEC creates SEPARATE
OneDrive Evaluations
Folder and shares it with
Member prior to
deadline E in Table 1

DEC shares *Evaluations* with Dean by deadline E in Table 1

Dean shares recommendations by deadline F in Table 1

DEC shares *Evaluations*with Provost by
deadline F in Table 1