Middle Georgia State College

Electronic Promotion/Tenure Portfolio Guide

Beginning fall 2013, all portfolios are to be submitted electronically as bookmarked PDF documents and shall include the following contents in order:

	MGSC Promotion/Tenure Portfolio Cover Page (to be developed)
	Table of Contents
Section A:	Candidate Letter of Intent to Apply for Promotion/Tenure
Section B:	Letter(s) of support from immediate supervisor (note that these will be uploaded separately by their authors
Section C:	Letters of recommendation from professional colleagues
Section D:	Curriculum vita
Section E:	Summary of student evaluations of all courses for the past five years (a link to teaching evaluations will be provided by Institutional Research)
Section F:	Self-evaluations for the past five years
Section G:	Evaluations from immediate supervisor for the past five years
Section H:	Development Plan for the next five years
Appendix:	Other relevant material. Candidates are strongly urged to include only material directly relevant to their professional activities and to employ their best professional judgment as to what belongs in this section.

Required Software
Adobe Acrobat Professional is required in order to create a bookmarked PDF. MGSC has a site license for this software.

Creating a PDF of the Portfolio
The tenure & promotion portfolio is composed on a variety of documents from numerous sources. The final product should be a single PDF with a space left for Section B.

Formatting Guidelines
- x The file name of the portfolio should be in the format: LastName_FirstName_PORTFOLIO_DateSubmitted.pdf
- x Each section of the portfolio must be bookmarked
- x Each section of the portfolio must begin on its own page
- x Scanned documents must be legible and free of extraneous marks

Submitting the Portfolio
Although there will be a password protected site for submission in the future, for fall 2013 your portfolio should be hand-delivered on a USB flash drive to one of the three uploading points listed below. Your single PDF will be uploaded to a server and the flash drive returned to you. PER THE MGSC FACULTY HANDBOOK, the portfolio must be uploaded no later than the last Friday in September.

Uploading points:
Ms. Jennifer Jones, Academic Affairs Administrative Assistant, Administration Building (Macon Campus)
Dr. Stephen Taylor, PTPTR Committee Chair, Jones 315 (Macon Campus)
Dr. Deepa Arora, Assistant Vice President for Academic Affairs, Sanford Hall (Cochran Campus)