

Instructions for Transfer of Portfolio's from Candidate to Department on September 1

By September 1, the candidate should *enroll his/her department Chair (and Admin Asst, if so agreed)* as new users on the Blackboard site, in the role of “course builder.”

** As a course builder, the candidate *has the capacity to add another course builder*. Do NOT enroll anybody as an “instructor.” Only enroll as a course builder (Chair, Admin), or as a “student” (see below). **

1. The Dept Chair should now *remove the candidate* as a user of the Blackboard site.
2. The Chair/Admin should add the student letters, external review letters (after the A&S Dean has seen them and cleared them for uploading), service letters, and other associated materials to appropriate folders in the CORE BINDER.
3. The Chair/Admin should add all participating tenured members of the department as new users to the Blackboard site *with the role of “student.”*

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4. After deliberations, the department should upload the departmental report and record of department vote (one sentence, separate page), and copy of email from Dean confirming that the letter has been vetted, *as pdf files* to the button designated DEPARTMENTAL REPORT.
5. By first Monday in October, the Dept/Admin should remove all “student” users from the Blackboard site, and inform the Dean’s office that the department has completed their work.
6. The Dean’s office will remove the Dept Chair/Admin from the digital portfolio.
7. The Dean’s office will enroll the Chair of T&P Committee as a new user with the role of “course builder.”
8. The Chair of T&P will enroll members of the T&P committee (or where appropriate, recusal substitutes) as new users with the role of “students.”