

Frequently Asked Questions for candidates submitting a portfolio:

1) Q: Where do I upload X file to be linked in my narrative?

A: Wherever it seems appropriate. Once you get a list of links, and insert the reference number into your file, your reviewers will go to the list of links by number. They will only see the category of the screen where it came from.

2) Q: Where do I upload my student evaluations?

A: They're usually uploaded into the screen of that section of that course under Scheduled Teaching. But remember, you have to check the box so they're on the list of links, and refer to them in the narrative in order for your reviewers to see them.

3) Q: What about other files that apply to course sections? They don't appear to be generating links.

A: Make sure that you've selected a document type next to the file. For some reason, DM requires that not to be blank, or it won't generate the link.

4) Q: I have to regenerate my list of links to include a new one. Will the old links that I already inserted into my narrative still work?

A: Yes, as long as you haven't touched the previous files, the links in the new list will be the same as the links in the previous list, and they will still work. But note that the numbers that you use in the narrative to refer to them may have changed.

5) Q: How do I upload my most recent ARDs and FPAs, that were done through DM Workflow? They aren't signed.

A: You will find what you need under the DM Workflow History section. All the way to the right, there will be an action arrow with an option to Download. You should then have the document files, as well as the screen images with any comments (that's an html file). Those screen images have a timestamp and a name that works as a digital signature. You should include all of that.

6) Q: What do I upload in the Workflow under Pre-Tenure Review Letters?

A: If you are coming up for Tenure, upload the review letters that you received from your reviewers, and any response letters you wrote, during your pre-tenure (sometimes called "third year" review). If you are a Lecturer coming up for promotion to Senior Lecturer, your review letters from your third-year review, if you had one, go here. If neither of those situations apply to you, ignore this field.

7) Q: My files that I upload into the workload are not being saved after I click "save." What gives?

A: We think that you might not be giving the files enough time to upload. There's no good indicator of when that's done (DM is working on that), but in the meantime, give it a good couple of minutes to upload each file before you click "Save."

8) Q: Where do I upload my external review letters?

A: You don't. Your supervisor does that after you submit your portfolio.