T&P e-Portfolio
Process Instructions

To access their e-portfolio with the T&P template in it, faculty should email the HelpDesk with the following message: "Please send me a link to my OneNote e-portfolio with the T&P template loaded into it." Faculty should cc' their chair in the email.

When ready to submit the e-portfolio for review, faculty should email the HelpDesk with the names of the T&P committee members and request non-editing privileges be granted to them. In the same email, the faculty should ask for their own access to be temporarily removed. Faculty should cc' their chair in the email.

When the committee members have finished reviewing the e-portfolio, the chair of the committee should email the HelpDesk with the names of the committee members and request that their access be removed from the e-portfolio. In the same email, the chair of the committee should ask for non-editing access to be granted to the department chair and provide the department chair's name. The chair of the committee should cc' the department chair in the email.

When the department chair has finished reviewing the e-portfolio, the chair should email the HelpDesk and request their access be removed from the e-portfolio. In the same email, the chair should ask for non-editing access to be granted to the dean and provide the dean's name. The department chair should cc' the dean in the email.

When the dean has finished reviewing the e-portfolio, the dean should email the HelpDesk and request their access be removed from the e-portfolio. In the same email, the dean should ask for non-editing access to be granted to the provost. The dean should cc' the provost in the email.

When the provost has finished reviewing the e-portfolio, the provost should email the HelpDesk and request his access be removed from the e-portfolio. In the same email, the provost should ask for full access to be restored to the owner of the e-portfolio.