

## **e-Tenure Frequently Asked Questions**

### **What is the difference between e-Tenure portfolio and the current binder-submission process?**

All due dates and review processes remain unchanged.

The method of compiling, organizing and submitting portfolios will become more electronic as documents are saved, scanned, and uploaded as opposed to printed, punched, and collated.

**Is there a need for faculty to also have a physical portfolio as a back up? No.**

### **Who owns my e-Tenure portfolio?**

The tenure track faculty member retains ownership of his/her e-Tenure portfolio.

### **Who can view my e-Tenure portfolio?**

Initially, only the tenure track faculty member. However, the ability to share with colleagues is an option. Upon submission, the reviewers will also have access to the portfolio.

### **What happens to my portfolio after tenure is granted?**

Once tenure is granted, access reverts back to faculty-member-only access.

### **Where is the e-Tenure portfolio stored?**

The e-Tenure portfolio will be securely stored in the College's data center on the Metro Campus.

### **What is the security behind my e-Tenure portfolio?**

The College makes every effort to secure all data. The e-Tenure portfolio will be secured with care in the same way all College data is protected.

### **Will I have access to my e-Tenure portfolio at a later date?**

The intent is to have access to the e-Tenure portfolio as long as the faculty member is employed with the College.

### **What if I want to share my e-Tenure portfolio with a tenure candidate after I have attained tenure?**

You may share your e-Tenure portfolio with a colleague as you wish.

### **Will training be available?**

The College will ensure extensive training and support is available for all users. A combination of training provided by the AAUP, the CLEs, ITS and the Professional Development Office will ensure that operational and technical assistance is available as necessary.

### **What will be the new process going forward?**

The College will be using a phased-in approach which will allow anyone in the current and future tenure process to use the new system. Their feedback will be vital to the improvement of the tool as its use increases over the next few years. No specific date has determined for an electronic only process.

**Are faculty going to be 'forced' to do this, or will there be the option to submit a hard copy?** For the 2020 submission, both paper and electronic formats are acceptable. No determination has been made for future submissions.

**What if I am already tenured and would like to transition my paper binder to the new electronic version?**

You can do so and participate.

**What if I attend the training for the e-Tenure portfolio and decide that it is not for me?** You can abandon the electronic portfolio and proceed with the paper format.