

## Adobe Acrobat ePortfolio Candidate User Guide Promotion and/or Tenure Instructions for 2020 – 2021 Submission

### Where do I begin?

For help with questions specific to the UMass Lowell P&T electronic process and/or P&T file share contact [PandT@uml.edu](mailto:PandT@uml.edu). This is the most efficient method used to contact the P&T Team:

Paula Haines, Senior Director of Curriculum Assessment & Accreditation  
Donna Mellen, Associate Director of Academic Technology

For help with questions regarding passwords, remote connections, or Adobe Acrobat Pro:

### Contact the Help Center

Email: [Help@uml.edu](mailto:Help@uml.edu)

Phone: Monday through Friday 8:30 a.m. to 5 p.m.

- On campus, dial ext. 4-4357 or 978-934-4357
- To call toll free: 866-435-7437

### How do I get a license for Adobe Acrobat Pro?

We recommend using Adobe Acrobat Pro (version XI or DC).

### Install the Adobe Creative Cloud app for Acrobat Pro DC:

- Download the application
  - For Windows users go to your Programs list on your computer and select the “Portal Manager” program to take you to the Self-Service Portal.
  - For Mac users download the Adobe Creative Cloud app from the “Self Service” portal in your Applications folder.
- Login to the Adobe Creative Cloud app with your UMass Lowell credentials and select **Enterprise ID**.
- From the apps menu find **Adobe Acrobat Pro DC** and click “Install”.
- Email [help@uml.edu](mailto:help@uml.edu), if you need assistance to install Adobe Acrobat Pro DC on your computer.

### Submission is a Three Step Process:

The submission of e-Portfolios for Promotion and/or Tenure is a three-step process:

1. [Request a folder](#) on the Electronic P&T file share by July 1, 2020.
2. Create your e-Portfolio using Adobe Acrobat Pro DC (instructions included – work on your desktop during the summer).
3. Upload your two completed PDFs to the file share by September 21, 2020 at 5:00pm (instructions provided separately).

### Start Preparing to Create Your Portfolio: Organization

Begin by creating a folder on your desktop for your portfolio(s):

### Main Portfolio Content (PDF#1)

- Cover page, to include:
  - name
  - present rank
  - department and college
  - date of appointment at the University of Massachusetts Lowell and rank awarded
  - date of previous promotion (if applicable)
  - number of credits for years of prior service, if applicable (tenure-track only)
  - area of specialization within the discipline
- External Letter Waiver Statement (Appendix 1) (tenure-track only)

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- Candidate’s section of the List of Suggested External Reviewers (Appendix 2a) (tenure-track only)
- Candidate’s Curriculum Vitae (CV) (MSP contract Appendix A-9, Personnel Form #6) The CV is intended to provide the accomplishments of the candidate’s entire career, including the specific details of accomplishments at UMass Lowell. Accomplishments from the period under review are typically provided in bold face type. There is no page limit for the CV.
- Candidate’s Narrative—recommended length, approximately 5 to 7 pages
- Instructional Activity Chart (Appendix 6)
- Research Funding Report (Appendix 7), if applicable (tenure-track only)

### **Electronic Supplemental Materials Content (PDF#2)**

#### **Required**

- All annual or periodic evaluations by the Department Personnel Committee, department chair, and dean
- Student evaluations from the period under review, including scanned copies of all pages (Spring 2020 excepted)

#### **For Clinical Track Faculty**

- Letters of assessment provided by supervisors at clinical sites

#### **Optional**

- Several samples of the candidate’s most notable scholarly works (tenure-track)
- Other supplemental content that significantly advances or illustrates the case that cannot be sufficiently expressed in the CV or narrative – in consideration of the readers, the candidate should include only the most critical items, and should label them clearly

#### **Best Practices**

- Convert files to pdf format as you go.
- All scanned pdf files should be legible and recognizable when searched.
- Review file names to make sure readers have a clear understanding of your content (file names will convert to bookmarks as shown in Figures 1 & 2).
- Clean up bookmarks list for the reader.

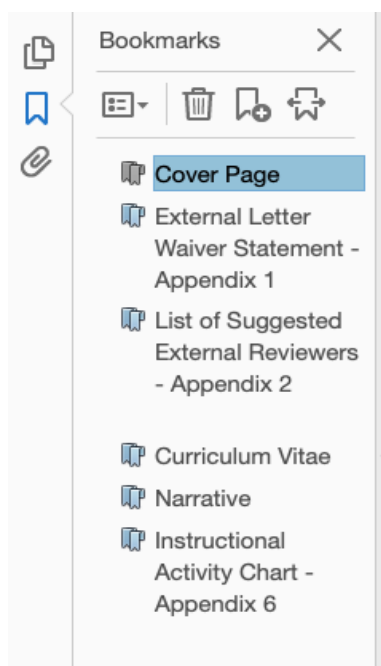


Figure 1: Bookmarks for Tenure Track Faculty

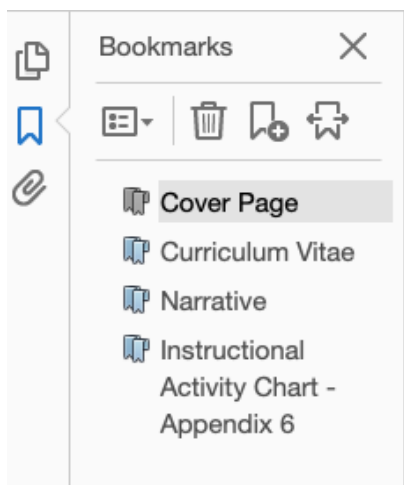


Figure 2: Bookmarks for Teaching and Clinical Faculty

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### How to Assemble Your ePortfolio:

1. Open Adobe Acrobat Pro, version XI or DC
2. **You should be “Content Ready” prior to taking this step.** It’s easy to add a few additional pages but more difficult to continually construct the ePortfolio. Recommended: Make a draft copy for reviewers while keeping a working copy of materials to be converted in early September. Update working copy as reviewers provide feedback throughout the summer.
3. Select File– Create – Combine Files into a Single PDF (as shown in Figure 3).

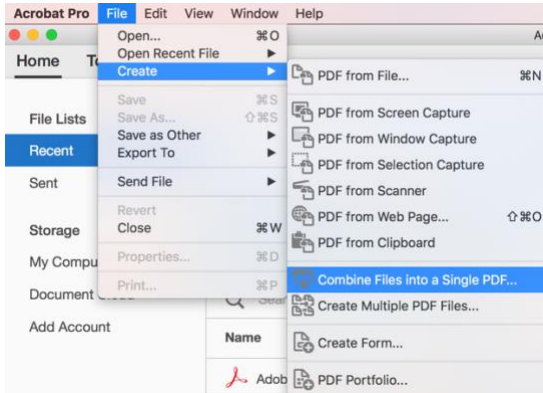


Figure 3: Create Your ePortfolio

4. Drag and drop files into the Combine Files Dialog Box.
5. Move files up or down according to your needs (as shown in Figure 4).

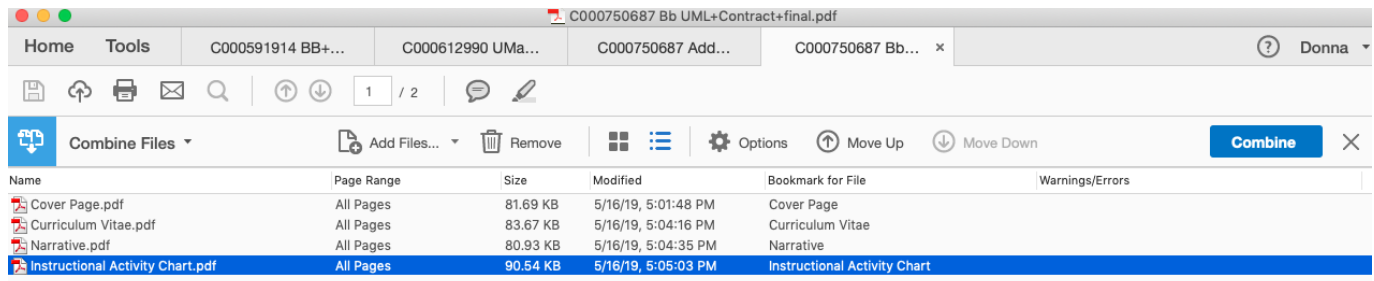


Figure 4: Move Files

6. Single Click the *Bookmark for File Name* to change the name of the Bookmark (as shown in Figure 5).
7. Select Combine

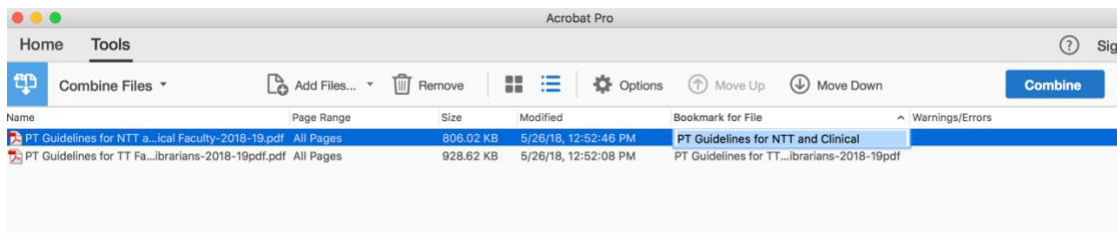


Figure 5: Rename Bookmarks

8. Binder1.pdf will open with your files
9. Select Bookmarks to begin organizing your files (as shown in Figure 6).

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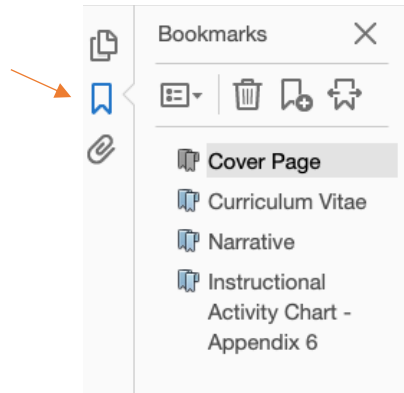


Figure 6: Bookmarks Pane - Organize Bookmarks

10. Subordinate, if needed
11. **Tip:** When working in the Bookmarks Pane
  - a. Rearranging bookmarks *does not* rearrange pages – you must use the page thumbnails
  - b. Deleting bookmarks *does not* delete pages – you must delete the pages
12. Select File – Save As (you may continue working after saving)
13. Name Your Document: LastName,FirstName\_Portfolio.pdf and LastName,FirstName\_SupplementalMaterials.pdf
14. Save often and consider a backup copy (just in case).

### Final Steps to Refine Your Portfolio:

1. Open the pdf
2. Select File - Properties
3. Select the Initial View tab in the Document Properties dialog box (as shown in Figure 7)
4. Under Layout and Magnification:
  - a. Navigation tab: Select Bookmarks Panel and Page (your portfolio will open with bookmarks)
  - b. Page layout: Select Single Page Continuous (allows readers to scroll continuously)
  - c. Magnification: 100%
5. Select OK

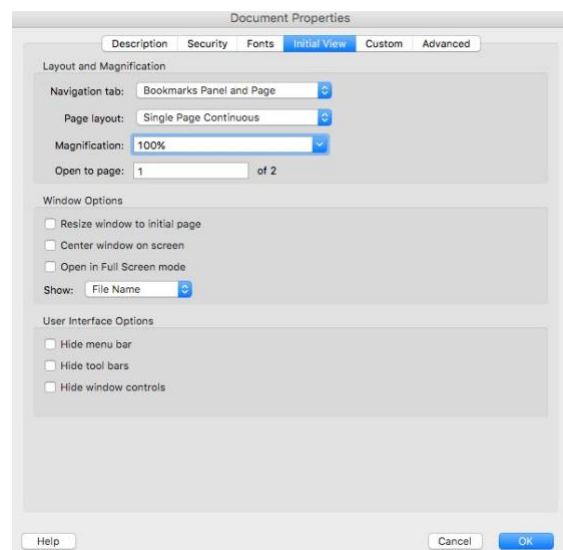


Figure 7: Document Properties Dialog Box