Your portfolio represents your summary of service to Morningside College, and it will serve as one of the primary sources of information for your pre-tenure evaluation as well as supporting your applications for tenure and promotion.

You should begin collecting materials for this portfolio soon after beginning work at the college. Unless by prior arrangement with the Office of Academic Affairs, you will first submit your portfolio in your third year of employment as part of the pre-tenure or pre-promotion evaluation process. If on tenure-track, you will submit it again in expanded form for tenure consideration at the end of your fifth year of service. If not on tenure-track, you can apply for Promotion from Instructor to Assistant Professor in your sixth year or thereafter. For tenure-track faculty, Promotion from Assistant Professor to Associate Professor normally occurs in the year tenure is granted, as part of the same process. A portfolio should also accompany an application for promotion to Full Professor after a candidate has served at least five years in the rank of Associate Professor. All faculty portfolios should be submitted electronically to the office of the Vice President of Academic Affairs; please contact the Academic Affairs Coordinator for further information regarding the acceptable forms of these e-portfolios. The Office of Academic Affairs will then make the portfolio available to members of the Promotion and Tenure Committee.

The committee will also have access to your pre-tenure report, I.D.E.A. summary report forms (student written comments not included) for all courses, and your annual evaluations. You may wish to refer to these documents or to quote from them, but it is not necessary for you to reproduce them for your portfolio. We do not have access to merit pay letters; you may include them in your portfolio if you wish.

All portfolios must be submitted electronically. Documents included in the portfolio should be in a universally recognizable format, such as Word or PDF. USB thumb-drives are the preferred mode of portfolio storage and delivery. Please contact Information Services if you have questions on how to digitize certain material. Do not submit portfolios that the Office of Academic Affairs cannot archive in a stable, unchanging form.

The Promotion and Tenure Committee encourages you to be selective in providing representative materials. You should include sample syllabi from your courses, but not every syllabus for every course you have taught. Similarly, it might be helpful to include sample letters of appreciation you have received, but not every single thank you note written to you over the years. The portfolio is your chance to make the best case for yourself, and that is not achieved by overwhelming the committee with more material than it can adequately consider. Provide helpful summaries, be selective, and make the best case you can.

While your portfolio offers a chance to present yourself favorably, also please address issues of concern forthrightly rather than seeking to ignore them. The committee has access to many other sources of information, including course evaluations, interviews, and written evaluations.

For those undergraduate and graduate faculty members on tenure-track that concluded their pre-tenure reviews during or before the spring term of 2017, considerations for tenure will still focus on five criteria, listed below in descending importance. (See the Faculty Handbook for examples of what might be included under each criterion.)
a. Fulfillment of teaching responsibilities at a high level.
b. Fulfillment of advising and other responsibilities to students.
c. Continued professional development.
d. Fulfillment of obligations to the faculty and college.
e. Service to community, local and beyond.

For those undergraduate tenure-track faculty completing their pre-tenure review in the spring term of 2018 or thereafter, considerations for tenure will focus on four criteria, listed below in descending importance. (See the Faculty Handbook for examples of what might be included under each criterion.)

a. Effective Teaching
b. Effective Mentoring, Advising, and Student Interactions
c. Continued Professional Development
d. Effective Service to College, Faculty, and/or Community

Your e-portfolio should be organized and labeled clearly in electronic folders or bookmarks for each of these criteria, plus a separate section for preliminary materials (cover letter, vita, etc.).

For those undergraduate and graduate faculty members on tenure-track that concluded their pre-tenure reviews during or before the spring term of 2017, your portfolios for tenure should include selective and representative materials from the following:

I. Preliminary Materials
1. A cover letter from you in support of your application. Again, typically the application for tenure is accompanied by a request for promotion from Assistant Professor to Associate Professor. If you are applying for promotion, you should clearly state this in the cover letter.
2. An up-to-date curriculum vitae including all relevant information in support of the candidacy. The C.V. should include but not be limited to information such as: name, rank, years at Morningside College, education, previous educational experience, complete list of publications (or comparable work such as art exhibits and recitals), unpublished work or research in progress, professional activities (professional memberships, meetings, papers read), honors and recognition, college committee assignments, administrative responsibilities, listing of courses taught, grants or consulting activities, and public service.
3. A statement of your teaching philosophy. This philosophy statement is usually one or two pages long, offering a personal reflective essay about why you have chosen to teach, what you see as your major goals, and a description of your approach to teaching.

II. Teaching
1. Evidence of teaching excellence. Your own descriptions of the effectiveness of your teaching.
2. While the committee will have access to statistical results of I.D.E.A. forms for all courses taught, you may wish to present scanned copies of student verbal responses to these forms.
3. You may include letters from students or colleagues that refer to your teaching effectiveness.
4. Copies of at least four syllabi of courses recently taught. If you offer courses of quite
different character, provide syllabi that represent them.
5. Any other material that demonstrates your teaching effectiveness such as reports of
classroom visitations, and/or evidence of course development

III. Advising and Other Responsibilities to Students
1. A summary of your work as an academic advisor.
2. A description of your other professional contact with students who are not necessarily
your own advisees.
3. Description of your work with student organizations or activities.
4. Any other material that demonstrates your effectiveness as an advisor (for example,
utilizing data from Advising Surveys).

IV. Continued Professional Development
1. List of professional associations and your contributions to them.
2. Professional conferences and workshops attended.
3. Evidence of scholarly activities such as:
   a. Copies of scholarly articles published and/or scholarly papers presented
   b. Abstract and/or summary of a book(s) you have authored/co-authored.
   c. Correspondence with journal or book editors about manuscripts that are being
   considered for publication
   d. Programs from or descriptions of presentations, panels, or performances.
   e. Your role in stimulating, supervising or collaborating with student scholarly
   activities.
   f. Letters from colleagues from other institutions who can reliably evaluate your
   scholarly work
   g. Evidence of professional activity that has benefited other individuals or
   organizations.
4. Other evidence of professional development that may be specific to your discipline.

V. Fulfillment of Obligations to the Faculty and the College
1. A summary of your contributions to your department
2. A summary of your contributions to faculty committees, task forces or other ad hoc
   groups.
3. Evidence of effective participation in the assessment process
4. Work for the college in recruiting students
5. Other service activities such as summer registration, advising student groups, admission
   to Education interviews.

VI. Service to Community, Local and Beyond
1. List of community activities
2. Specific contributions to the community

VII. Perhaps a supplementary folder for such materials as:
1. Testimonial letters
2. Copies of newspaper or trade journal articles, not refereed
3. Links to internet sites
4. Other digitized material.

In addition to the materials you include in your portfolio, you should request that your department
chair send a letter of recommendation directly to the Office of Academic Affairs. If you are a
department chair, dispense with this step. The committee also will solicit evaluations from
advisees, students that have had courses with you, faculty, staff, and administrators. Committee
members also will conduct confidential interviews with selected students, faculty, staff, and
administrators as a means of gathering supporting and clarifying information.

For those graduate faculty members on tenure-track that concluded their pre-tenure reviews during the spring term of 2018 or thereafter, your pre-tenure and tenure portfolios should include selective and representative materials from the following:

I. Preliminary Materials
1. A cover letter from you in support of your application. Again, typically the application for
tenure is accompanied by a request for promotion from Assistant Professor to Associate
Professor. If you are applying for promotion, you should clearly state this in the cover
letter.
2. An up-to-date curriculum vitae including all relevant information in support of the
candidacy. The C.V. should include but not be limited to information such as: name,
rank, years at Morningside College, education, previous educational experience,
complete list of publications (or comparable work such as art exhibits and recitals),
unpublished work or research in progress, professional activities (professional
memberships, meetings, papers read), honors and recognition, college committee
assignments, administrative responsibilities, listing of courses taught, grants or
consulting activities, and public service.
3. A statement of your teaching philosophy. This philosophy statement is usually one or
two pages long, offering a personal reflective essay about why you have chosen to
teach, what you see as your major goals, and a description of your approach to teaching.

II. Teaching
1. Evidence of teaching excellence. Your own descriptions of the effectiveness of your
teaching.
2. While the committee will have access to statistical results of I.D.E.A. forms for all courses
taught, you may wish to present scanned copies of student verbal responses to these
forms.
3. You may include letters from students or colleagues that refer to your teaching
effectiveness.
4. Copies of at least four syllabi of courses recently taught. If you offer courses of quite
different character, provide syllabi that represent them.
5. Any other material that demonstrates your teaching effectiveness such as reports of
classroom visitations, and/or evidence of course development

III. Scholarship and Professional Activities
1. Analysis of your professional work relevant to the discipline.
2. Descriptions of your ongoing scholarly research in the discipline.
3. List of scholarly presentations and copies of scholarly publications.
4. List and descriptions of creative presentations and performances.
5. Discussions of your participation in/attendance at professional conferences and
workshops.
6. Peer evaluations of scholarly or professional work relevant to the discipline.
7. List of leadership roles and membership in professional and academic societies.
8. Other evidence of professional development that may be specific to your discipline.
IV. Mentoring and Student Interactions
1. A summary of your availability to students.
2. Sets of examples of providing aid to students in career-planning.
3. Descriptions of your encouragement of student scholarly research, and results.
4. Evidence of encouraging and establishing mentoring relationships with students.
5. Your analysis of how you have maintained professional, fair, and impartial relationships with all students.
6. Any other material that demonstrates your effectiveness in student interactions.

V. Service to the College, Faculty and/or Community
1. A summary of your contributions to your department
2. A summary of your contributions to faculty committees, task forces or other ad hoc groups.
3. Collegial and cooperative support of other departments, programs, faculty, and areas of the college.
4. List of community activities that promote the college or model for students.
5. Attendance and participation at college activities.

VI. Perhaps a supplementary folder for such materials as:
1. Testimonial letters
2. Copies of newspaper or journal articles
3. Links to internet sites
4. Other digitized material.

In addition to the materials you include in your portfolio, you should request that your department chair send a letter of recommendation directly to the Office of Academic Affairs. If you are a department chair, dispense with this step. The committee also will solicit evaluations from students that have had courses with you, faculty, staff, and administrators. Committee members also will conduct confidential interviews with selected students, faculty, staff, and administrators as a means of gathering supporting and clarifying information.

For those undergraduate faculty members on tenure-track that concluded their pre-tenure reviews during the spring term of 2018 or thereafter, your pre-tenure and tenure portfolios should include selective and representative materials from the following:

I. Preliminary Materials
1. A cover letter from you in support of your application. Again, typically the application for tenure is accompanied by a request for promotion from Assistant Professor to Associate Professor. If you are applying for promotion, you should clearly state this in the cover letter.
2. An up-to-date curriculum vitae including all relevant information in support of the candidacy. The C.V. should include but not be limited to information such as: name, rank, years at Morningside College, education, previous educational experience, complete list of publications (or comparable work such as art exhibits and recitals), unpublished work or research in progress, professional activities (professional memberships, meetings, papers read), honors and recognition, college committee assignments, administrative responsibilities, listing of courses taught, grants or consulting activities, and public service.
3. A statement of your teaching philosophy. This philosophy statement is usually one or
two pages long, offering a personal reflective essay about why you have chosen to teach, what you see as your major goals, and a description of your approach to teaching.

II. Teaching
1. Evidence of teaching excellence. Your own descriptions of the effectiveness of your teaching.
2. While the committee will have access to statistical results of I.D.E.A. forms for all courses taught, you may wish to present scanned copies of student verbal responses to these forms.
3. You may include letters from students or colleagues that refer to your teaching effectiveness.
4. Copies of at least four syllabi of courses recently taught. If you offer courses of quite different character, provide syllabi that represent them.
5. Any other material that demonstrates your teaching effectiveness such as reports of classroom visitations, and/or evidence of course development

III. Mentoring, Advising and Student Interactions
1. A summary of your work as an academic advisor.
2. A description of your other professional contact with students who are not necessarily your own advisees.
3. Description of your work with student organizations or activities.
4. Any other material that demonstrates your effectiveness as an advisor (for example, utilizing data from Advising Surveys).

IV. Continued Professional Development
1. List of professional associations and your contributions to them.
2. Professional conferences and workshops attended.
3. Evidence of scholarly activities, such as copies of scholarly articles published and/or scholarly papers presented
4. Abstract and/or summary of a book(s) you have authored/co-authored.
5. Correspondence with journal or book editors about manuscripts that are being considered for publication
6. Programs from or descriptions of presentations, panels, or performances.
7. Your role in stimulating, supervising or collaborating with student scholarly activities.
8. Letters from colleagues from other institutions who can reliably evaluate your scholarly work
9. Evidence of professional activity that has benefited other individuals or organizations.
10. Other evidence of professional development that may be specific to your discipline.

V. Service to the College, Faculty and/or Community
1. A summary of your contributions to your department
2. A summary of your contributions to faculty committees, task forces or other ad hoc groups.
3. Evidence of effective participation in the assessment process
4. Work for the college in recruiting students
5. Other service activities such as summer registration, advising student groups, admission to Education interviews.
6. List of community activities
7. Specific contributions to the community
VI. Perhaps a supplementary folder for such materials as:

1. Testimonial letters
2. Copies of newspaper or trade journal articles, not refereed
3. Links to internet sites
4. Other digitized material.

In addition to the materials you include in your portfolio, you should request that your department chair send a letter of recommendation directly to the Office of Academic Affairs. If you are a department chair, dispense with this step. The committee also will solicit evaluations from students that have had courses with you, faculty, staff, and administrators. Committee members also will conduct confidential interviews with selected students, faculty, staff, and administrators as a means of gathering supporting and clarifying information.

For those undergraduate faculty members in continuing non-tenure-track positions that concluded their pre-promotion reviews during the spring term of 2018 or thereafter, your pre-promotion and promotion portfolios should include selective and representative materials from the following:

I. Preliminary Materials

1. A cover letter from you in support of your application for promotion from Instructor to Assistant Professor.
2. An up-to-date curriculum vitae including all relevant information in support of the candidacy. The C.V. should include but not be limited to information such as: name, rank, years at Morningside College, education, previous educational experience, complete list of publications (or comparable work such as art exhibits and recitals), unpublished work or research in progress, professional activities (professional memberships, meetings, papers read), honors and recognition, college committee assignments, administrative responsibilities, listing of courses taught, grants or consulting activities, and public service.
3. A statement of your teaching philosophy. This philosophy statement is usually one or two pages long, offering a personal reflective essay about why you have chosen to teach, what you see as your major goals, and a description of your approach to teaching.

II. Teaching

1. Evidence of teaching excellence. Your own descriptions of the effectiveness of your teaching.
2. While the committee will have access to statistical results of I.D.E.A. forms for all courses taught, you may wish to present scanned copies of student verbal responses to these forms.
3. You may include letters from students or colleagues that refer to your teaching effectiveness.
4. Copies of at least four syllabi of courses recently taught. If you offer courses of quite different character, provide syllabi that represent them.
5. Any other material that demonstrates your teaching effectiveness such as reports of classroom visitations, and/or evidence of course development

III. Mentoring, Advising and Student Interactions

1. A summary of your work as an academic advisor.
2. A description of your other professional contact with students who are not necessarily your own advisees.
3. Description of your work with student organizations or activities.
4. Any other material that demonstrates your effectiveness as an advisor (for example, utilizing data from Advising Surveys).

IV. Continued Professional Development
1. List of professional associations and your contributions to them.
2. Professional conferences and workshops attended.
3. Evidence of scholarly activities such as:
   a. Copies of scholarly articles published and/or scholarly papers presented
   b. Abstract and/or summary of a book(s) you have authored/co-authored.
   c. Correspondence with journal or book editors about manuscripts that are being considered for publication
   d. Programs from or descriptions of presentations, panels, or performances.
   e. Your role in stimulating, supervising or collaborating with student scholarly activities.
   f. Letters from colleagues from other institutions who can reliably evaluate your scholarly work
   g. Evidence of professional activity that has benefited other individuals or organizations.
   h. Other evidence of professional development that may be specific to your discipline.

V. Service to the College, Faculty and/or Community
1. A summary of your contributions to your department
2. A summary of your contributions to faculty committees, task forces or other ad hoc groups.
3. Evidence of effective participation in the assessment process
4. Work for the college in recruiting students
5. Other service activities such as summer registration, advising student groups, admission to Education interviews.
6. List of community activities
7. Specific contributions to the community

VI. Perhaps a supplementary folder for such materials as:
1. Testimonial letters
2. Copies of newspaper or trade journal articles, not refereed
3. Links to internet sites
4. Other digitized material.

In addition to the materials you include in your portfolio, you should request that your department chair send a letter of recommendation directly to the Office of Academic Affairs. If you are a department chair, dispense with this step. The committee also will solicit evaluations from students that have had courses with you, faculty, staff, and administrators. Committee members also will conduct confidential interviews with selected students, faculty, staff, and administrators as a means of gathering supporting and clarifying information.

For those undergraduate faculty members in continuing non-tenure-track performing arts positions that concluded their pre-promotion reviews during the spring term of 2018 or thereafter, your pre-promotion and promotion portfolios should include selective and representative materials from the following:

I. Preliminary Materials
1. A cover letter from you in support of your application for promotion from Instructor to Assistant Professor.
2. An up-to-date curriculum vitae including all relevant information in support of the candidacy. The C.V. should include but not be limited to information such as: name, rank, years at Morningside College, education, previous educational experience, complete list of publications (or comparable work such as art exhibits and recitals), unpublished work or research in progress, professional activities (professional memberships, meetings, papers read), honors and recognition, college committee assignments, administrative responsibilities, listing of courses taught, grants or consulting activities, and public service.
3. A statement of your teaching philosophy. This philosophy statement is usually one or two pages long, offering a personal reflective essay about why you have chosen to teach, what you see as your major goals, and a description of your approach to teaching.

II. Teaching
1. Evidence of teaching excellence. Your own descriptions of the effectiveness of your teaching.
2. While the committee will have access to statistical results of I.D.E.A. forms for all courses taught, you may wish to present scanned copies of student verbal responses to these forms.
3. You may include letters from students or colleagues that refer to your teaching effectiveness.
4. Copies of at least four syllabi of courses recently taught. If you offer courses of quite different character, provide syllabi that represent them.
5. Any other material that demonstrates your teaching effectiveness such as reports of classroom visitations, and/or evidence of course development

III. Effective Service to the College
1. Work for the college in recruiting students
2. Effective Promotion of the College
3. A summary of your contributions to your department
4. A summary of your contributions to faculty committees, task forces or other ad hoc groups.
5. Evidence of effective participation in the assessment process
6. Other service activities such as summer registration, advising student groups, admission to Education interviews.

IV. Mentoring, Advising and Student Interactions
1. A summary of your work as an academic advisor.
2. A description of your other professional contact with students who are not necessarily your own advisees.
3. Description of your work with student organizations or activities.
4. Any other material that demonstrates your effectiveness as an advisor (for example, data from Advising Surveys).

V. Continued Professional Development
1. List of professional associations and your contributions to them.
2. Professional conferences and workshops attended.
3. Evidence of scholarly activities such as:
   a. Copies of scholarly articles published and/or scholarly papers presented
   b. Abstract and/or summary of a book(s) you have authored/co-authored.
   c. Correspondence with journal or book editors about manuscripts that are being
considered for publication

d. Programs from or descriptions of presentations, panels, or performances.
e. Your role in stimulating, supervising or collaborating with student scholarly activities.
f. Letters from colleagues from other institutions who can reliably evaluate your scholarly work
g. Evidence of professional activity that has benefited other individuals or organizations.
h. Other evidence of professional development that may be specific to your discipline.

VI. Perhaps a supplementary folder for such materials as:
1. Testimonial letters
2. Copies of newspaper or trade journal articles, not refereed
3. Links to internet sites
4. Other digitized material.

In addition to the materials you include in your portfolio, you should request that your department chair send a letter of recommendation directly to the Office of Academic Affairs. If you are a department chair, dispense with this step. The committee also will solicit evaluations from students that have had courses with you, faculty, staff, and administrators. Committee members also will conduct confidential interviews with selected students, faculty, staff, and administrators as a means of gathering supporting and clarifying information.

For those graduate faculty members in continuing non-tenure-track positions that concluded their pre-promotion reviews during the spring term of 2018 or thereafter, your pre-promotion and promotion portfolios should include selective and representative materials from the following:

I. Preliminary Materials
1. A cover letter from you in support of your application for promotion from Instructor to Assistant Professor.
2. An up-to-date curriculum vitae including all relevant information in support of the candidacy. The C.V. should include but not be limited to information such as: name, rank, years at Morningside College, education, previous educational experience, complete list of publications (or comparable work such as art exhibits and recitals), unpublished work or research in progress, professional activities (professional memberships, meetings, papers read), honors and recognition, college committee assignments, administrative responsibilities, listing of courses taught, grants or consulting activities, and public service.
3. A statement of your teaching philosophy. This philosophy statement is usually one or two pages long, offering a personal reflective essay about why you have chosen to teach, what you see as your major goals, and a description of your approach to teaching.

II. Teaching
1. Evidence of teaching excellence. Your own descriptions of the effectiveness of your teaching.
2. While the committee will have access to statistical results of I.D.E.A. forms for all courses taught, you may wish to present scanned copies of student verbal responses to these forms.
3. You may include letters from students or colleagues that refer to your teaching
effectiveness.
4. Copies of at least four syllabi of courses recently taught. If you offer courses of quite
different character, provide syllabi that represent them.
5. Any other material that demonstrates your teaching effectiveness such as reports of
classroom visitations, and/or evidence of course development

III. Scholarship and Professional Activities
1. Analysis of your professional work relevant to the discipline.
2. Descriptions of your ongoing scholarly research in the discipline.
3. List of scholarly presentations and copies of your scholarly publications.
4. List and descriptions of creative presentations and performances.
5. Discussions of your participation in/attendance at professional conferences and
workshops.
6. Peer evaluations of scholarly or professional work relevant to the discipline.
7. List of leadership roles and membership in professional and academic societies.
8. Other evidence of professional development that may be specific to your discipline.

IV. Mentoring and Student Interactions
1. A summary of your availability to students.
2. Sets of examples of providing aid to students in career-planning.
3. Descriptions of your encouragement of student scholarly research, and results.
4. Evidence of encouraging and establishing mentoring relationships with students.
5. Your analysis of how you have maintained professional, fair, and impartial relationships
with all students.
6. Any other material that demonstrates your effectiveness in student interactions.

V. Service to the College, Faculty and/or Community
1. A summary of your contributions to your department
2. A summary of your contributions to faculty committees, task forces or other ad hoc
groups.
3. Collegial and cooperative support of other departments, programs, faculty, and areas of
the college.
4. List of community activities that promote the college or model for students.
5. Attendance and participation at college activities.

VI. Perhaps a supplementary folder for such materials as:
1. Testimonial letters
2. Copies of newspaper or trade journal articles, not refereed
3. Links to internet sites
4. Other digitized material.

In addition to the materials you include in your portfolio, you should request that your department
chair send a letter of recommendation directly to the Office of Academic Affairs. If you are a
department chair, dispense with this step. The committee also will solicit evaluations from
students that have had courses with you, faculty, staff, and administrators. Committee members
also will conduct confidential interviews with selected students, faculty, staff, and administrators
as a means of gathering supporting and clarifying information.

For those undergraduate and graduate faculty members on tenure-track that are
applying for promotion to Full Professor, your portfolios should include all of the
materials requested for tenure (see above), and selective and representative
materials from the following:
I. Preliminary Materials
1. A cover letter from you in support of your application for promotion from Associate Professor to Professor.

II. A supplementary folder for materials addressing the following
1. Evidence of recognition within or beyond the college for teaching excellence.
2. Evidence of recognition within or beyond the college for contributions in the appropriate discipline or field.
3. Evidence of recognition within or beyond the college for contributions to community and society.
4. Evidence of leadership or major contributions to faculty committees.
5. Evidence of constructive mentoring and positive modeling.

In addition to the materials you include in your portfolio, you should request that your department chair send a letter of recommendation directly to the Office of Academic Affairs. If you are a department chair, dispense with this step. The committee also will solicit evaluations from students that have had courses with you, faculty, staff, and administrators. Committee members also will conduct confidential interviews with selected faculty, staff, and administrators as a means of gathering supporting and clarifying information.

If you have questions about the portfolio or the process, do not hesitate to contact members of the Promotion and Tenure Committee at any time. You also will be informed as to which committee members have been assigned to work with you.

Submitting your Electronic Portfolio
1. Organize your material in a main folder and as many subfolders as necessary to the task.
2. Information Services staff will help you digitize any non-digitized materials that you may want to include in your portfolio.
3. Submitting to the Office of Academic Affairs (use either option (a) or (b) below):
   a. **PC-users** simply right click on your main folder and select “send to” and then select “Compressed (zipped) folder.” A zipped version of that organizing folder will appear. **Apple users** click on the main folder in your e-portfolio and under the FILE menu, click on “compress (folder name).” A zipped version of that organizing folder will appear.
      Send your compressed file to the Office of Academic Affairs: isaacson@morningside.edu by the due date.
   b. You may submit a CD-ROM or USB thumb drive of your e-portfolio to the Office of Academic Affairs by the appropriate due-date.

Please note that electronic submission is a reasonably secure process, well protected from outside spying. It is, however, not absolutely secure within the Morningside system. If you have concerns about submitting sensitive material electronically, you should select option b above.

Once received, electronic portfolios are placed in a special server available only to the President’s Office, the Office of Academic Affairs, and current members of the Promotion and Tenure Committee.