

**CQIs
Posting of Portfolios
April 2014**

College Staff:

- **RUN QUALITY CHECK AFTER PORTFOLIO POSTED ON THE POINT SITE.**
- Make sure the file is correctly tagged with the format that the candidate has used (integrated (int) /CC or TC).
- If TC format – add another descriptive word to Performance Effectiveness postings, so what is in each posting is clear. (ex. Performance Effectiveness: Teaching).
- Documents requested in April 2014 reviews:
 - Big Sandy –
 - 2012-13 PPE
 - Bluegrass –
 - Sideways docs
 - Henderson –
 - 2012-13 & 2013-14 PPE
 - 2011-12 PPE
 - Transcript
 - College Advisory Committee on Promotion Sheets
 - Jefferson –
 - 2011-12 PPE
 - College Advisory Committee on Promotion Sheet
 - Madisonville -
 - Replace President’s letter so reads “with tenure.”
 - Course Syllabi
 - 4th year review – or explain why missing
 - Summary Rating Sheet
 - Clearer transcripts
 - Maysville -
 - Replace Chair letter so reads correct rank – Maysville.
 - 2013-14 PPE
 - 2011-12 PPE
 - Sideways docs
 - Owensboro –
 - Sideways docs
 - State proper rank on PPE and proper current job date
 - Somerset –
 - Course Syllabi
 - Student Evaluations
 - Southeast
 - 2013-14 PPE

System Staff:

- **For System Promotion Committee - Include instructions on how to show two documents on a split screen, so can have doc open and copy info to evaluation form.**