

**CQI**  
**System Committee Promotion Review**  
**April 2012**

**Portfolios:**

- **In general, documentation needs to be improved (don't just list – speak to it, document it).**
  - **Example - If on a System Committee, ask the Chair to write a letter speaking to the work done by the committee/candidate.**
- **Check administrative policy 2.5 to see what sections to place items in – if in doubt; organize the sections to follow the format selected.**
- **If have CEUs, would like to see evaluations of such.**
- **Advising forms missing – 2 colleges. (Had to verify that the college did not do them; college statement should have been in that section.)**
- **Summary Rating forms missing – 4 colleges. (Requested and posted)**
- **Transcript missing (1 college). (Requested and posted)**
- **Spell out acronyms.**
- **Don't pad.**

**Electronic Delivery Pilot (professor portfolios)**

- **Some documents are sideways. Correct that next time.**  
*[Suggestion - Adobe Acrobat X Pro or Nitro PDF can do that.]*
- **TCs – put all the PPEs under one header (don't post each section separately – causes too many clicks to find/review)**
- **CCs – need subfolders (teaching and advising, etc. in sections that are too big).**
- **Like having two weeks before the meeting to view the portfolios.**
- **Like the 1 ½ day meeting (rather than 2 ½ days).**
- **Number of portfolios assigned was good.**
- **Did a better job through the electronic posting (esp. viewing as a group on the screen during the group 1 ½ day meeting – worked better).**

*Note: Associate Professors have also requested electronic review for next year.*

**System Office**

- **Add more lines to the evaluation forms (so can have more room for notes).**
- **Check TC template (see TC comment above).**
- **Check CC template (see CC comment above).**