Suggested Best Practices for Formatting E-portfolios

When designing the structure of your e-portfolio, consider how to make it as easy as possible for readers to navigate your portfolio and review the evidence that you have presented. You need to make the best case possible for your tenure and/or promotion application. Below are some suggestions to help you to organize and format your e-portfolio.

- In order to make it easier to put your e-portfolio together, set up folders on your computer that correspond to the main areas of the portfolio (i.e., Introduction, Teaching, Scholarship, Service) and scan and/or save relevant evidence in each of the folders. Thus, when you start the process of creating your e-portfolio, you will have much of the evidence available and ready to submit.

- Develop a site map, such as a table of contents, with hyperlinks to each file to help readers navigate the e-portfolio.

- The main folders in the e-portfolio are Introduction, Teaching, Research, Service. Consider setting up files in each of these folders in your e-portfolio that reflect the evidence you are using to support that area.

- Organize evidence in files so that each file contains relevant data for one entire area rather than individual files that contain only one piece of data each for an entire area, e.g., one file for all peer observations versus many files each containing only one individual peer observation.

- Use dividers (i.e., page with title) in each of the files that you create to denote the semester and/or year in which you are presenting data or evidence. For example, if you created a file containing teaching evaluations for the 2020-2021 academic year, then insert a page at the beginning of fall 2020 with that title and a page at the beginning of spring 2021 with that title.

- Comparisons of data or demonstrating trends in e-portfolios can be challenging especially when data is located in different files. Therefore, consider using tables, exhibits, charts, etc. to summarize evidence and/or show trends to assist readers in evaluating your performance and achievements over the relevant time period.