Adobe Acrobat Portfolio Candidate User Guide
Promotion and/or Tenure Instructions
for 2023 – 2024 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. This is the most efficient method used to contact the P&T Team:

Paula Haines, Senior Director of Curriculum Assessment & Accreditation
Donna Mellen, Director of Academic Technology
Shaima Ragab, Director of Faculty Success

For help with questions regarding passwords, remote connections, or Adobe Acrobat DC:
Contact Tech Support:
Email: 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 DC?
We recommend using Adobe Acrobat DC.

Install the Adobe Creative Cloud app for Acrobat DC:
- Download the application using self service:
  - For Windows users go to the UML Company Portal on your computer and select Apps.
  - For Mac users download the Adobe Creative Cloud app from the "Self Service" portal in your Applications folder.
- Request assistance: Email help@uml.edu, to request assistance to install Adobe Acrobat 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 P&T file share by July 1, 2023.
2. Create and refine two PDFs using Adobe Acrobat DC (instructions included – work on your desktop during the summer).
3. Upload your two completed PDFs to the file share by September 18, 2023 at 5:00pm (see Electronic P&T File Share User Guide).

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)

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, including numerical ratings and written comments.

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
- COVID-19 Personal Impact Statement

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).
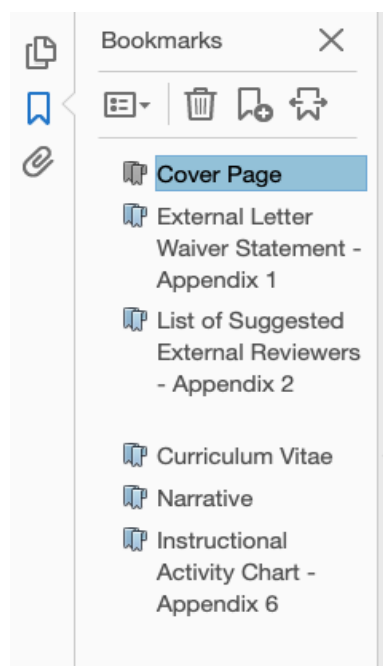- Clean up bookmarks list for the reader.

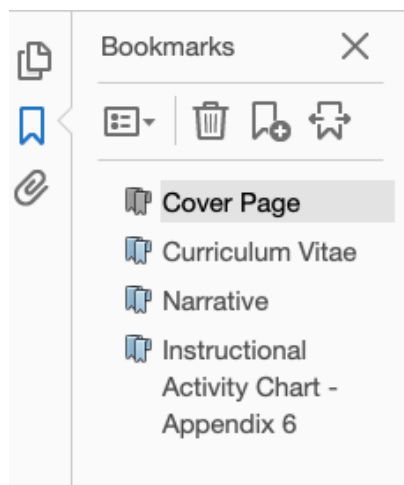Figure 1: Bookmarks for Tenure Track Faculty

Figure 2: Bookmarks for Teaching and Clinical Faculty

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How to Assemble Your Portfolio:
1. Open Adobe Acrobat 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 Portfolio. 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).
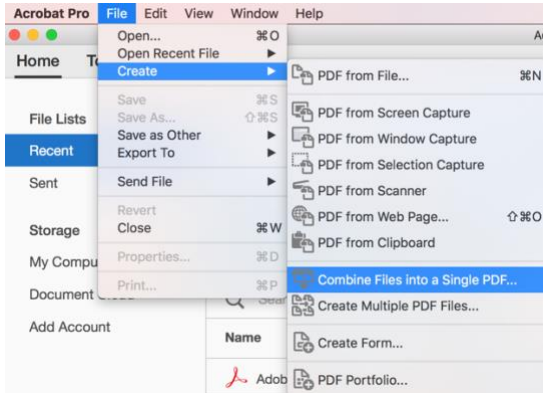

Figure 3: Create Your ePortfolio

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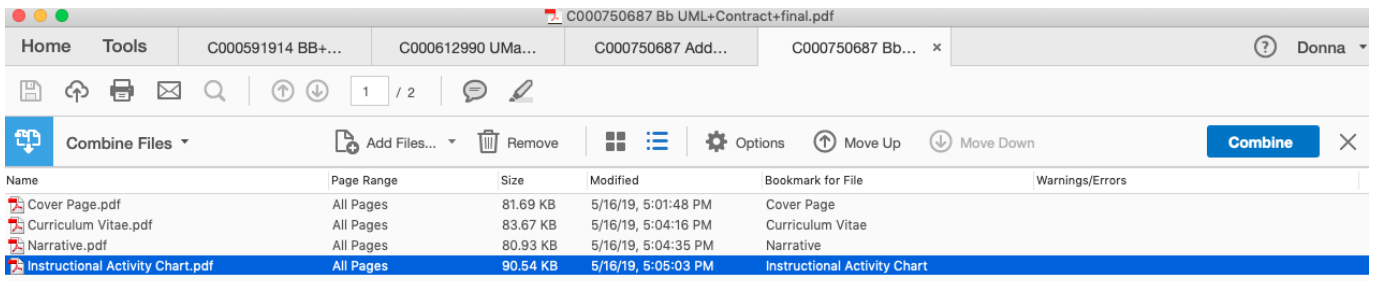5. Move files up or down according to your needs (as shown in Figure 4).

Figure 4: Move Files

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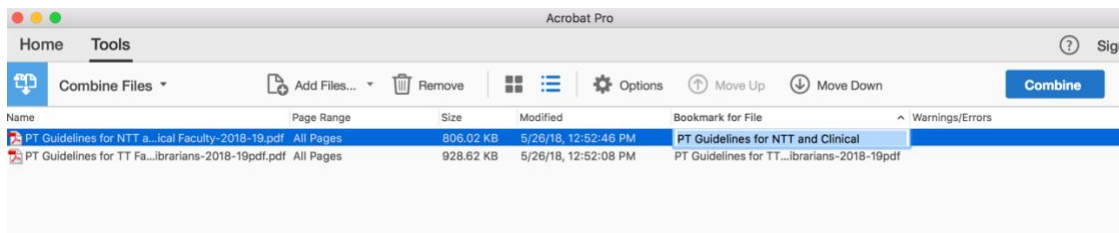7. Select Combine

Figure 5: Rename Bookmarks

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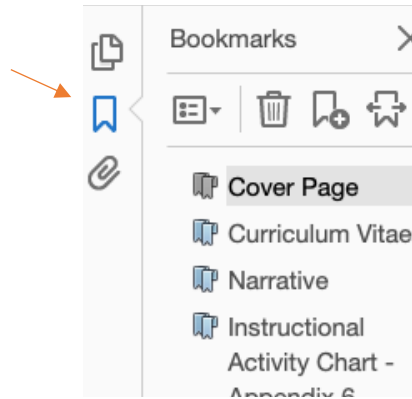9. Select Bookmarks to begin organizing your files (as shown in Figure 6).

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)
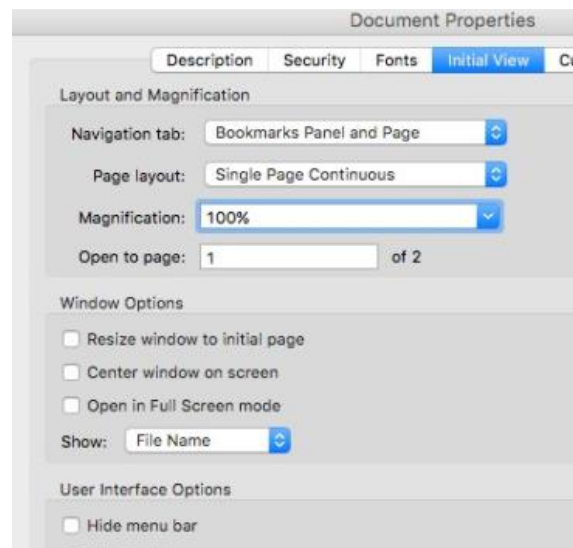   c. Magnification: 100%
5. Select OK

Figure 7: Document Properties Dialog Box