Electronic

Portfolio

V1

LOGIN PAGE

Faculty Electronic Portfolio

Web Address: http://www.claflin.edu/epf/

Problems, Comments, Concerns, Complaints, Enhancement Requests

Forward them to → kuha@claflin.edu / x5777

Login using your email Username and Password.

Also make sure to select the correct role type.

You are the

FACULTY

Home Page

This is the home page for faculty. It provides a table of all portfolios you have created, a brief summary, and the options to view 🔍, edit 📝, or delete 🔴.

The color code at the beginning of each row provides a visual indicator of the status (under construction).

Viewing your Portfolio

Choosing the view option will take you to the page shown below. These pages are read-only pages meant to provide you a summary of your portfolio. You have the option to view sections one at a time or all at once.

The sections drop down list contains the 5 major sections of your portfolio.

Edit
Mode

Editing your Portfolio

Choosing the edit option will take you to the page shown below. From here you will be able to individually edit the 5 major sections of the portfolio. For each of the section you will be able to upload support documents if necessary.

The home page shows faculty position details along with course load summary for the three terms.

Course load data is populated automatically based on history data from Jenzabar but you could overwrite any of the cells as necessary.

When you are ready to forward your portfolio to your chair you can do so by pressing the "*submit to chair*" button from this screen.

Editing Individual Sections

Edit
Mode

Sections drop down list contains the 5 major sections of your portfolio. To edit a section, select it from the list and click the *edit selected section* button.
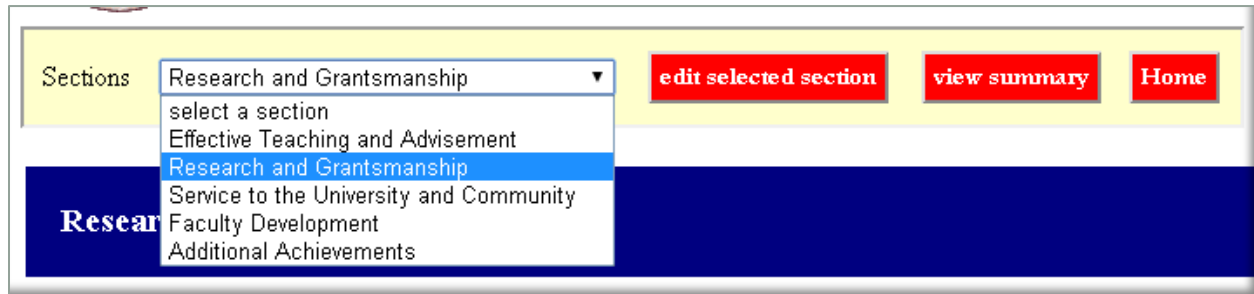
The figure below shows the page for *Research and Grantsmanship* section. This section contains 7 subsections. Selecting a subsection will give you a rich-text editor where you can enter text.
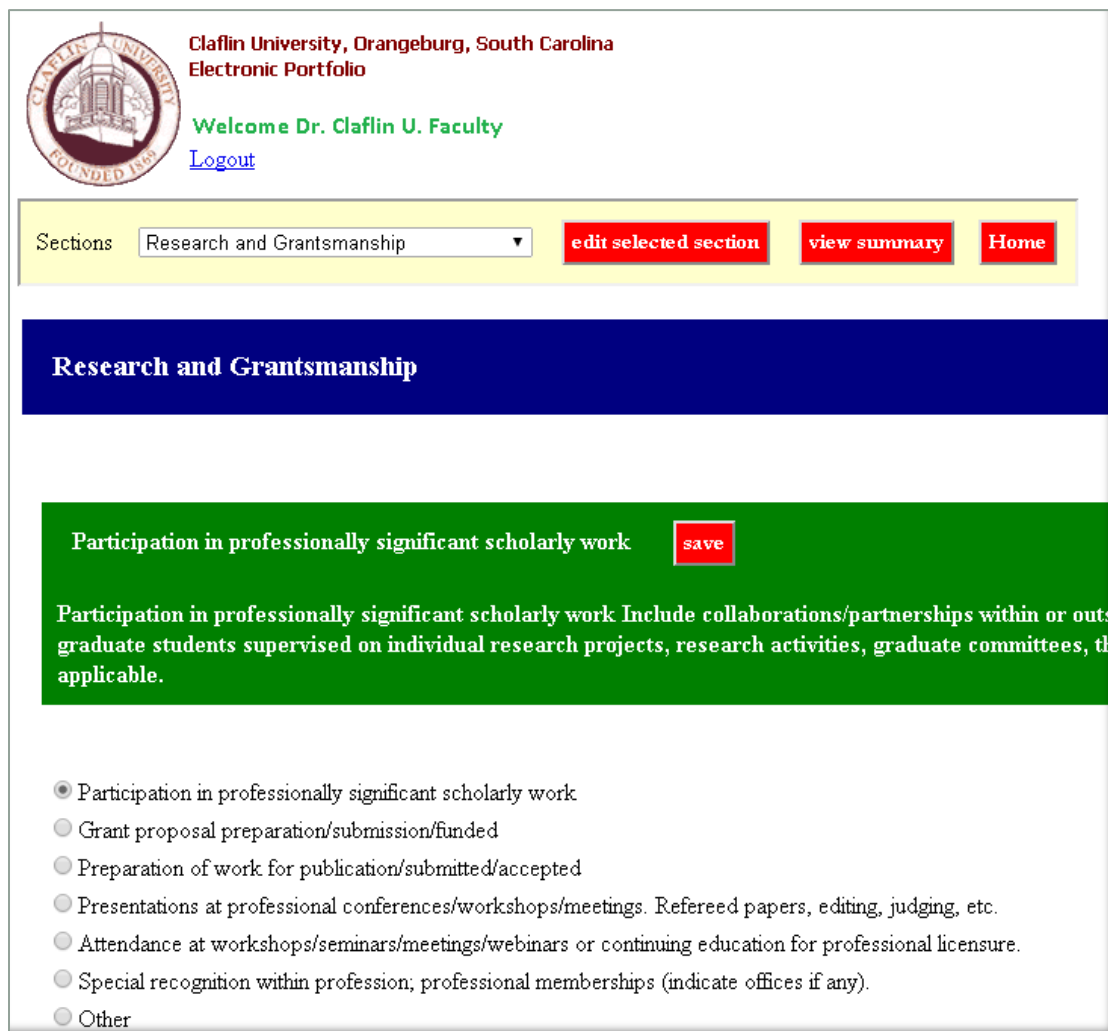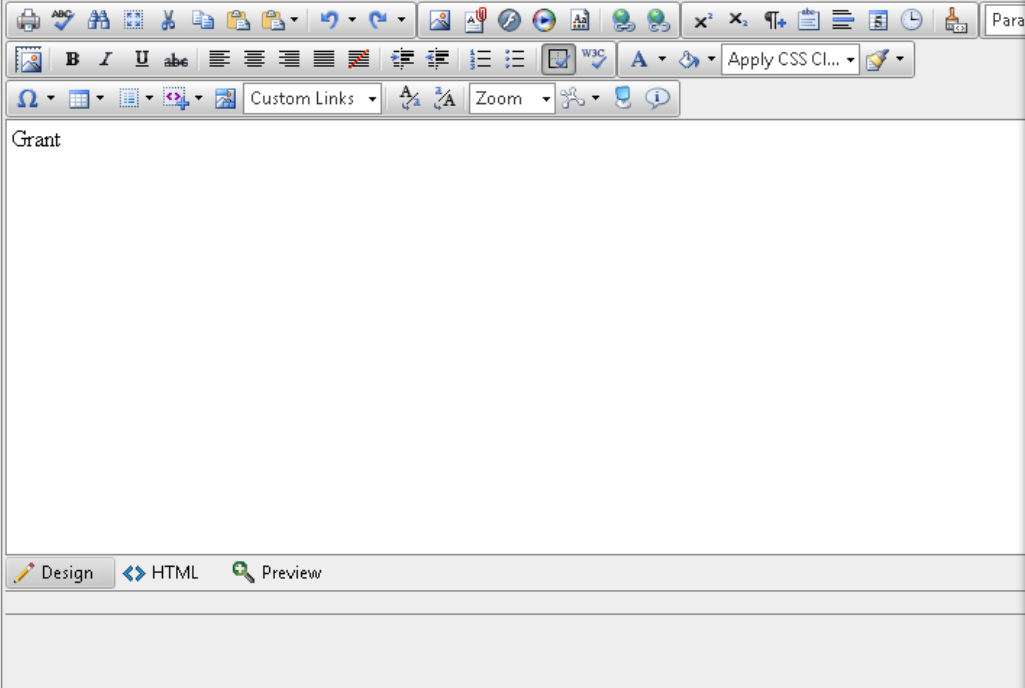
Adding Comments / Attaching Documents

Edit
Mode

This page also allows you to upload documents for each of these seven sections.

Evaluation Summary

Evaluation report will be available once the chair or dean has completed the evaluation. A sample report is shown below. Faculty can post a response from here using the *Post a Response* button.
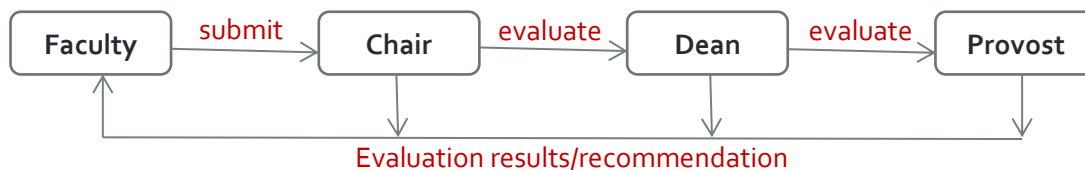
Evaluation Report

printer friendly form

Post a Response

Dr. Claflin U. Faculty

Dr. Department Chair
Chair

Section	Score	Rating
Effective Teaching and Advisement	35.00	Good
Research and Grantsmanship	18.00	Excellent
Service to the University and Community	7.00	Very Good
Faculty Development	5.00	Good
Additional Achievements	3.00	Good
	Overall 68.00	Very Good [4.70]

Recommendation	Remain in present position
Evaluator	Dr. Department Chair
Signature	Dr. Department Chair
Date Signed	7/24/2014 10:13:47 AM

Dr. School Dean
Dean

Section	Score	Rating
Effective Teaching and Advisement	55.00	Very Good
Research and Grantsmanship	18.00	Excellent
Service to the University and Community	9.00	Very Good
Faculty Development	8.00	Excellent
Additional Achievements	2.00	Very Good
	Overall 92.00	Excellent [5.55]

Recommendation	Remain in present position
Evaluator	Dr. School Dean
Signature	Dr. School Dean
Date Signed	7/24/2014 12:00:00 AM

Default Workflow

Faculty → submit → Chair → evaluate → Dean → evaluate → Provost

Evaluation results/recommendation

The system automatically emails the Chair when a Faculty submits his/her e-portfolio. From that point forward each time a Chair, Dean or Provost completes an evaluation, emails are send automatically to Faculty and others on the track as appropriate.