



Electronic

Portfolio

V1



LOGIN PAGE



Faculty Electronic Portfolio

Web Address: <http://www.clafin.edu/epf/>




Problems, Comments, Concerns, Complaints, Enhancement Requests

Forward them to → kuha@clafin.edu / x5777

Login using your email Username and Password.

Also make sure to select the correct role type.



**Clafin University, Orangeburg, South Carolina
Electronic Portfolio**

Log In

Please enter your network login name and password.

User Name:

Password:

Select an option below

- Faculty
- Chair
- Dean
- Provost



You are the

FACULTY



Home Page



Clafin University, Orangeburg, South Carolina
Electronic Portfolio

Welcome Dr. Clafin U. Faculty

[Logout](#)

New Portfolio

My Portfolios
Total Count: 2

displaying page 1 of 1 pages, listing EPFs 1 - 10

Year	Date Created	Date Submitted	Status	
2015	7/23/2014 2:42:46 PM	not yet submitted		
2014	6/17/2014 4:10:10 PM	not yet submitted	not yet submitted	

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).



View
Only
Mode

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.

Clafin University, Orangeburg, South Carolina
Electronic Portfolio

Welcome Dr. Clafin U. Faculty

[Logout](#)

2014 PortFolio of: Dr. Clafin U. Faculty

Sections: [Home](#)

[printer friendly form](#)

Faculty Details

Name	Dr. Clafin U. Faculty
Year	2014
Department	Math & Computer Science
Position	Professor, Department of Mathematics & Computer Science
Rank	Professor
Chair	Dr. Department Chair
Dean	Dr. School Dean
Status	in progress
Date Created	6/17/2014 4:10:10 PM

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

Sections: [Home](#)

- select a section
- Display All Sections
- Effective Teaching and Advisement
- Research and Grantsmanship
- Service to the University and Community
- Faculty Development
- Additional Achievements
- Evaluation Report

[printer frie](#)



Editing your Portfolio

Edit
Mode

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.

Clafin University, Orangeburg, South Carolina
Electronic Portfolio

Welcome Dr. Clafin U. Faculty
[Logout](#)

Sections:

Academic Year:

Name:

Department:

Rank:

Position:

Department Chair:

Dean:

Status:
date created: 6/17/2014 4:10:10 PM

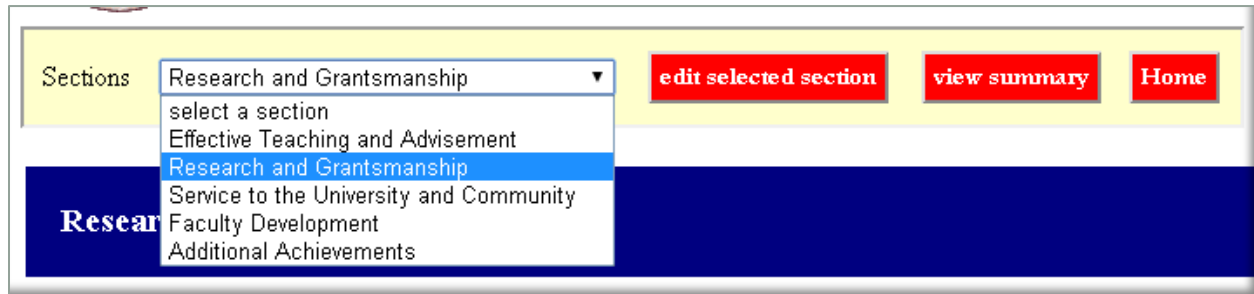
Term	Total # of courses	Preps	Contact Hours	# students enrolled	# of Advisees	*Special Assignments
Spring	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>
Summer	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>
Fall	<input type="text" value="7"/>	<input type="text" value="4"/>	<input type="text" value="14.0"/>	<input type="text" value="33"/>	<input type="text" value="7"/>	<input type="text" value="8"/>



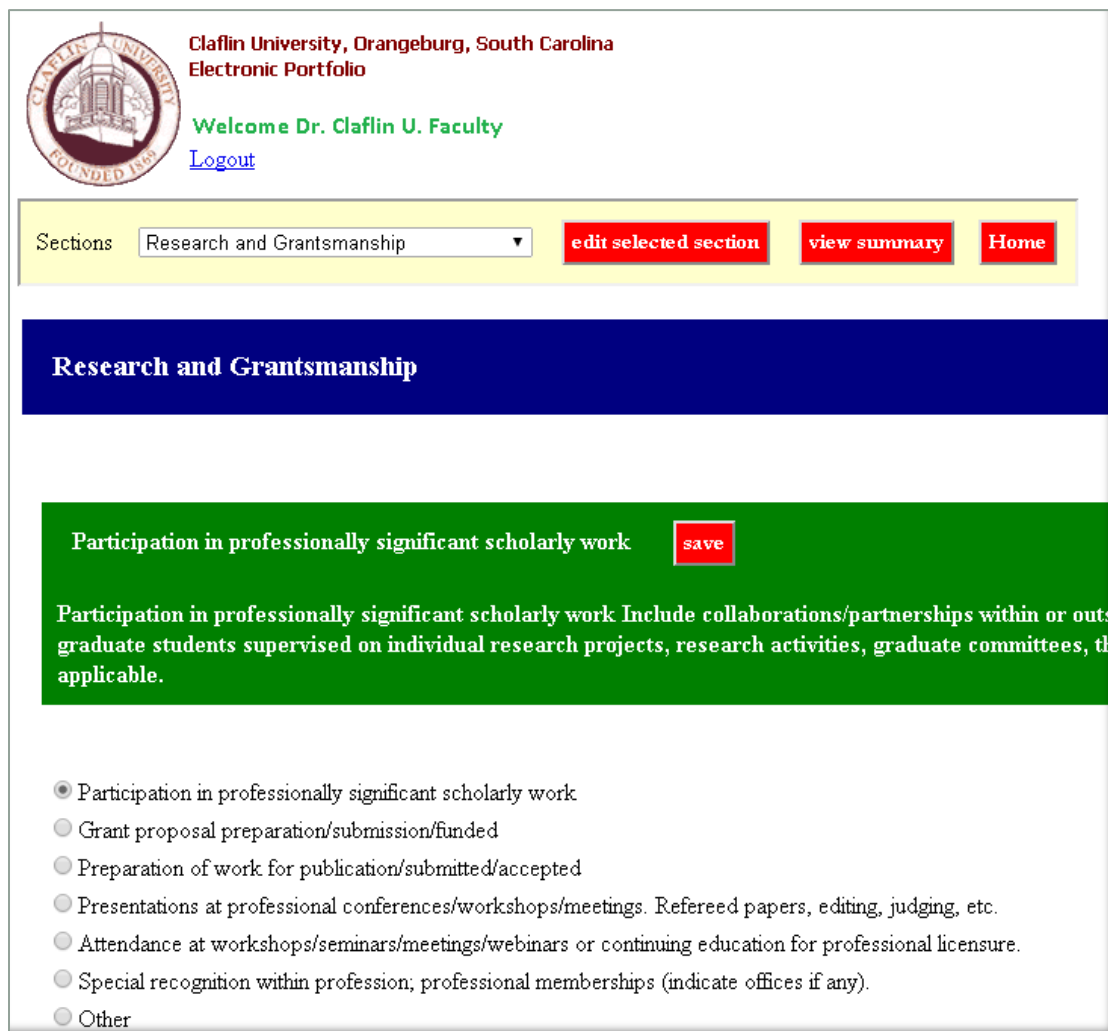
Editing Individual Sections

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.



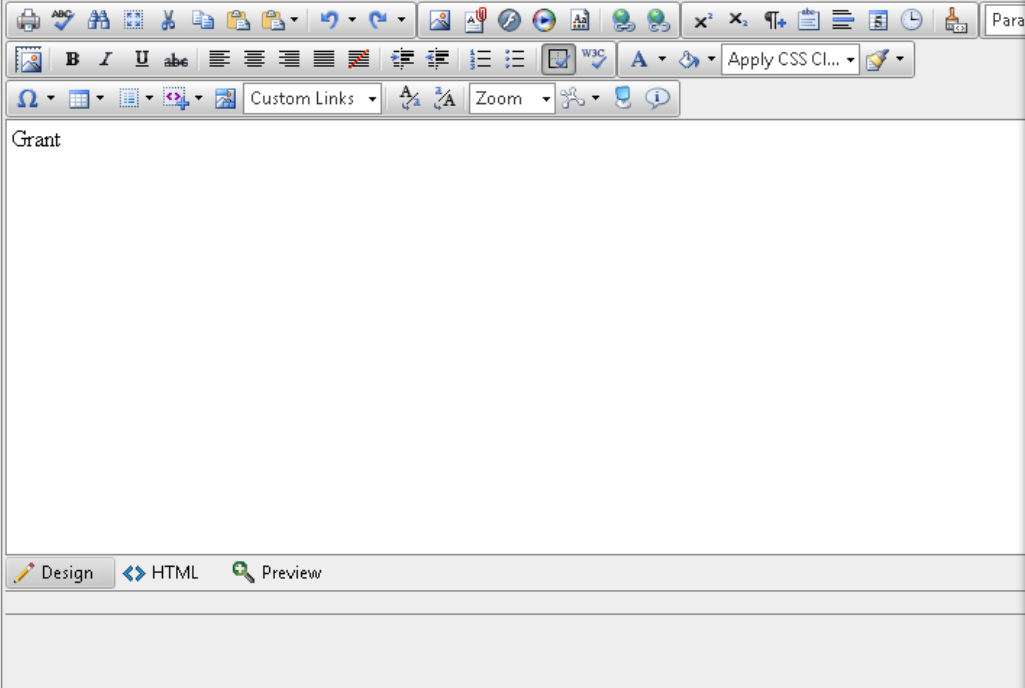


Adding Comments / Attaching Documents

Edit
Mode

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

Summary



Grant

Support Documents

Currently there are no attachments.

Select a file to upload

Select

upload



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

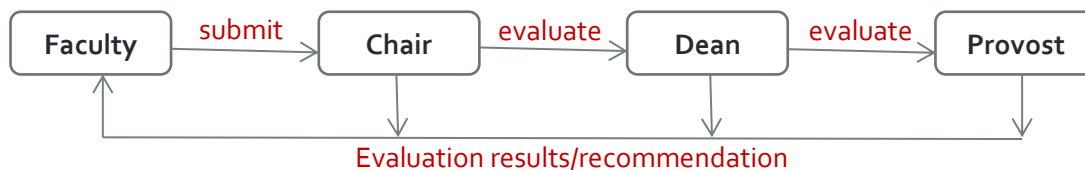
[printer friendly form](#)

[Post a Response](#)

Dr. Cliffln U. Faculty

Dr. Department Chair Chair	Dr. School Dean Dean																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0ffe0;"> <th>Section</th> <th>Score</th> <th>Rating</th> </tr> </thead> <tbody> <tr><td>Effective Teaching and Advisement</td><td>35.00</td><td>Good</td></tr> <tr><td>Research and Grantsmanship</td><td>18.00</td><td>Excellent</td></tr> <tr><td>Service to the University and Community</td><td>7.00</td><td>Very Good</td></tr> <tr><td>Faculty Development</td><td>5.00</td><td>Good</td></tr> <tr><td>Additional Achievements</td><td>3.00</td><td>Good</td></tr> <tr style="background-color: #ffff00;"> <td align="right" colspan="2">Overall</td> <td>68.00 Very Good [4.70]</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #ffff00;"> <td>Recommendation</td> <td>Remain in present position</td> </tr> <tr> <td>Evaluator</td> <td>Dr. Department Chair</td> </tr> <tr> <td>Signature</td> <td>Dr. Department Chair</td> </tr> <tr> <td>Date Signed</td> <td>7/24/2014 10:13:47 AM</td> </tr> </table>	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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0ffe0;"> <th>Section</th> <th>Score</th> <th>Rating</th> </tr> </thead> <tbody> <tr><td>Effective Teaching and Advisement</td><td>55.00</td><td>Very Good</td></tr> <tr><td>Research and Grantsmanship</td><td>18.00</td><td>Excellent</td></tr> <tr><td>Service to the University and Community</td><td>9.00</td><td>Very Good</td></tr> <tr><td>Faculty Development</td><td>8.00</td><td>Excellent</td></tr> <tr><td>Additional Achievements</td><td>2.00</td><td>Very Good</td></tr> <tr style="background-color: #ffff00;"> <td align="right" colspan="2">Overall</td> <td>92.00 Excellent [5.55]</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #ffff00;"> <td>Recommendation</td> <td>Remain in present position</td> </tr> <tr> <td>Evaluator</td> <td>Dr. School Dean</td> </tr> <tr> <td>Signature</td> <td>Dr. School Dean</td> </tr> <tr> <td>Date Signed</td> <td>7/24/2014 12:00:00 AM</td> </tr> </table>	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
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Default Workflow



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.