NEW YORK INSTITUTE OF TECHNOLOGY

College of Osteopathic Medicine

Faculty Instructions for Mahara

(FOR REAPPOINTMENT AND PROMOTION)

CONTENTS

STEP 1: COLLECT DOCUMENTATION

- On your computer, organize documentation in a folder titled "My Mahara Documents"

- Under "My Mahara Documents," create a folder for the year (for example, 2021)

- Use a standardized naming convention for your files:

    1- *Department Chair's Review & Recommendation:* 1DCRR-Initials

    2- *Annual Faculty Report:* 2AFR-Initials

    3- *Teaching Reviews:* 3TR-Initials

    4- *Evaluation Letters (applies only to promotion candidates):* 4EL-Initials (for example, 4EL-JDOE_1, 4EL-JDOE_2, 4EL-JDOE_3)

    5- *Supporting Documents:* 5SD-Initials-DocumentType–meaningful title–Year

    6- *CV:* 6CV-Initials

- Create PDFs by using the **Save as Adobe PDF** feature in MS Word (Web [reference](#))

- Be sure to optimize PDFs (Web [reference](#); if you don't have Acrobat Pro, contact Service Central at ext. 1400)
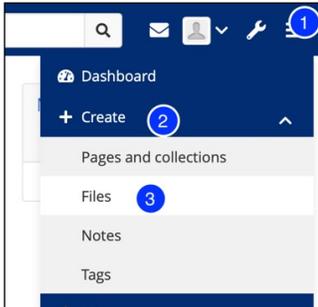
STEP 2: LOG IN

- URL: https://eportfolios.nyit.edu/

- Click on the green button and log in using your NYIT email username and email password*

- Click the menu ☰ in the upper right-hand corner → Click **Create** → Click **Files**

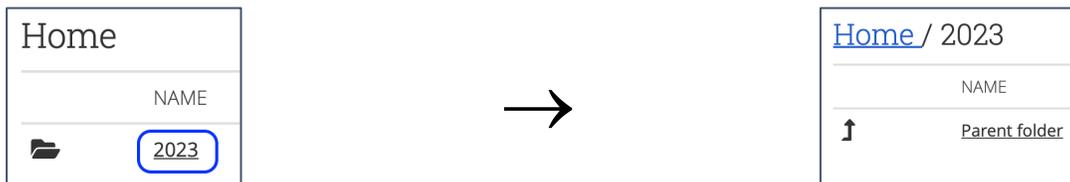- To organize files efficiently, create a folder based on the year:

  Type folder name → Click **Create folder**

- To open the newly created folder, click on its name

- To add files, click **Choose Files** → Browse for files* → Click **Open**

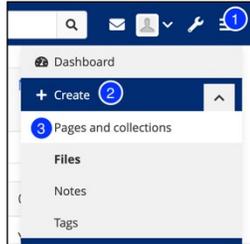 *Tip: You can select multiple files when browsing by holding the Shift or Control button on your keyboard and clicking on files

- Be sure to only enter non-confidential information. Don't include personal or confidential information anywhere
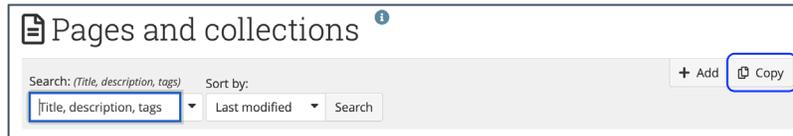
- Click the menu ☰ in the upper right-hand corner → Click **Create** → Click **Pages and collections**
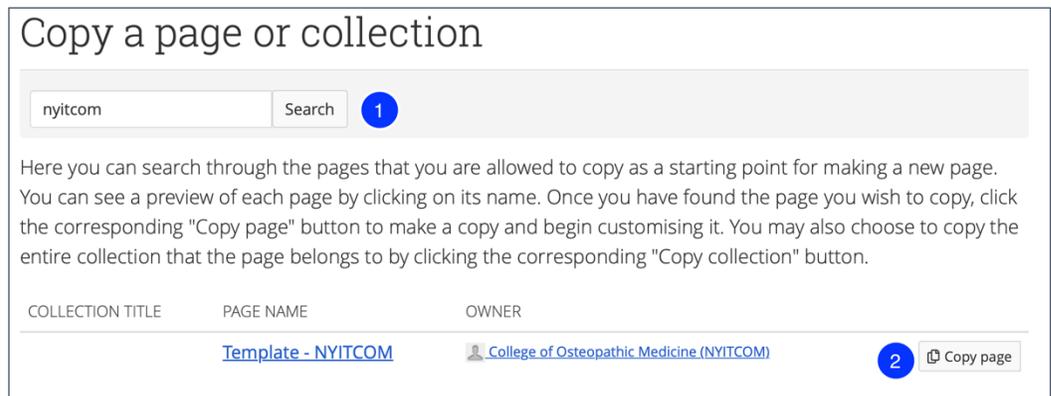

- Steps to copy the template

  ○ First click the [📋 Copy] button

  ○ Then, search for **nyitcom** and click on the **Copy page** button. If you don't see it, please reach out to ATG

o Next, enter a new **Page title** and **Page description** (for example, the title can be "Jane Doe, DO – 2023.")

- **Adding files to the page**
  - o First, click on the **pencil symbol** next to the appropriate section

  - o Then open the **Files** section by clicking on the **arrow symbol**

- Under the **Home** heading, locate your current year's folder and open it. Click on the **checkmark button** next to all the files applicable for the section you are editing
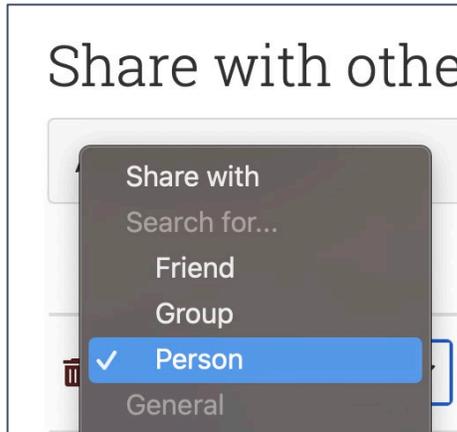

- Repeat the above steps to update all the applicable sections

STEP 5: SHARE A PAGE WITH ATG AND YOUR CHAIR

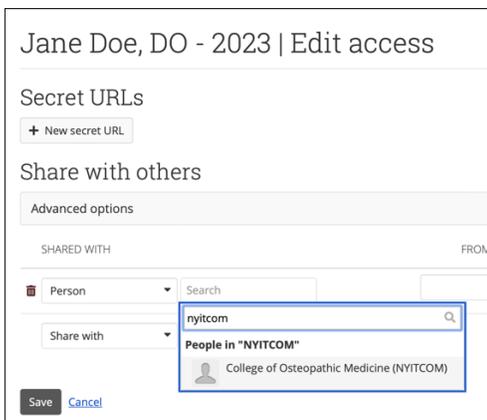- In the upper right-hand corner of the page, click on the **Share Page** button

- From the **Share with** drop-down menu, choose **Person**. Choosing **Person** in this step is <u>very important for your privacy</u>

- Click on **Search** → Click on the search box, then type **nyitcom** → Choose **College of Osteopathic Medicine (NYITCOM)** from the search results

- Click on the next **Share with** drop-down menu and repeat this process. This time, search for **your department chair's email username**

- On the share page, open advanced options by clicking **Advanced options**

In advanced options, make sure **Allow comments** is set to 🔴 No and **Allow copying** is set to Yes 🟢

- Make sure to scroll down and click on Save to complete the sharing process
- Congratulations! Your page is now ready to be reviewed by your chair. Please notify them that your page is complete

IMPORTANT REFERENCES

PROFILE PAGE SECTIONS

Dean / Vice President, Review and Recommendation: VPHSMAYear-FirstInitialLastName (for example VPHSMA2021-JDOE) (uploaded by Dean / VP)

Site Dean, Review and Recommendation: DRRYear-FirstInitialLastName (uploaded by Site Dean)

RPC, Review and Recommendation: RPC-RR-Initials (uploaded by RPC)

1- *Department Chair's Review & Recommendation* (uploaded by faculty member)
2- *Annual Faculty Activity Report* (uploaded by faculty member)
3- *Teaching Reviews –* Peer/Student (uploaded by faculty member)
4- ***Evaluation Letters*** (*Only for Promotion Candidates - uploaded by department chair's office; if promotion candidate is a department chair, then the RPC chair needs to upload evaluation letters)
5- *Supporting Documents* (uploaded by faculty member)
6- *CV* (uploaded by faculty member)

RPC COMMITTEE TYPES OF DOCUMENTATION

TEACHING REVIEWS:

- Peer Reviews
- Student Reviews
- CFA evaluations

SUPPORTING DOCUMENTS (SOME EXAMPLES):

- Research Publications
- Published Abstracts
- Journal Publications
- Grants Statement/Documents
- Research Papers
- CME Activity Summary
- Conference Speaking / Presentations / Lecture Series
- Unique Lecture Presentations
- Poster Presentations
- Letter of Acknowledgement
- Certifications
- Case Studies

CV:

- CV NYITCOM format (required for RPC) (Mahara [URL](URL) to download the template)