

## Senior Academic Staff Appointments and Promotions (SAAP) ePortfolio Requirements 2023

SAAP applications must be in the form of a digital portfolio (ePortfolio).

1. **Platform:** The preferred platform for ePortfolios is either MyPortfolio (by Mahara), or Wordpress, but any but any similar platform is acceptable if it is easy to navigate.
2. **Writing genre/standard:** Portfolios need to be reflective/evaluative rather than merely descriptive. Te Puna Ako staff can provide help with this if you are unused to reflective writing.
3. **Length:** In the previously used paper-based portfolio there was a 40 page limit. In an ePortfolio context one 'page' can be seen as equivalent to:
  - a. Two minutes of video/audio with a limit of 20 minutes of video/audio for the whole submission; or
  - b. One written entry of 350 words (three written entries of 100 words each can count as one page, or an entry of 700 words counts as two).
  - c. So, if you have no video/audio, you would have a word limit of approx. 14,000 words. This limit includes the words in any PDF or word document (or similar) you have included in your portfolio. Reduce this word count by 350 words for every 2 minutes of video/audio used.
4. **Content:**
  - a. Ensure your evidence is current. It should be from the previous **three** years for promotion to Senior Lecturer, and the previous 3 - 5 years for Associate Professor/Professor
  - b. Your e-Portfolio must include a ROMS Report (easily downloaded from ROMS. Use the Report tab in ROMs, save as a PDF for uploading to your portfolio).
  - c. Your e-Portfolio must include Student Course Survey results for the past 2-3 years, from the institutional survey if available, or other course evaluations that have been completed.
  - d. Keep a limit of 50 images/tables/charts for the whole e-portfolio. Remember that you are expected to comment on images and explain their relevance to your application.
  - e. Less is best. Cross-reference evidence, if necessary, to avoid repetition (hint: use hyperlinks). Use bullet points where relevant to avoid long paragraphs.
  - f. ePortfolios can be written in English or te reo Māori.
5. The evidence you provide should clearly reflect who you are as a kaiako, how you have grown in your role over the years and include references to how you intend to keep growing as a kaiako. The more senior the role, the more you also need to demonstrate your leadership and leadership potential.
6. **Navigability:**
  - a. All relevant information should be embedded in the ePortfolio space and linked to in the ePortfolio (including links to external resources written by the author that are **part of** the portfolio and must be read by the readers). These will count towards the word/page limit.

**NOTE: Candidates may be disadvantaged if their ePortfolios are difficult to follow.**

- b. Any links to external resources do **not** count towards the "page limit" but should also **not** be required reading for the SAAP panel to understand the portfolio (e.g., reference material used in research).

- c. The ePortfolio must be HTML-based (not Flash) and all links/attachments must be able to be opened on all devices for free (such as PDF).