

Checklist for Submitting Portfolios: Faculty

Before submitting the Portfolio to the Department, faculty members are advised to verify that the following items are included:

- _____ Fully completed Faculty Reappointment, Promotion and Tenure Routing Form, with Name and Department filled out, and Requested Action checked.
- _____ Cover Page should be completed on application for Tenure and Promotion.
- _____ Updated vita, with dates of publications/creative activities listed and notation if the publication/activity was peer-reviewed, acceptance rate for journal, etc. Heading on vita should specify the timeframe reflected in the vita.
- _____ Document of Intent and completed copy of the Performance Evaluation Form for the Review Period.
- _____ Narrative that indicates the review period, is a maximum of 3 (three) pages and describes the faculty member's:
 1. approach to teaching and how it is consistent with the select mission of the department and/or strategic plan of the university
 2. research agenda, current projects, and accomplishments and in what way this agenda and the projects are consistent the select mission of the department and/or the strategic plan of the University
 3. service activities and how they help support the fulfillment of the select mission of the department and/or the strategic plan of the UniversityInclude only accomplishments during the time period covered by the Document of Intent.
- _____ Course evaluation summaries from all courses taught during the review period, with questions/forms and an explanation of the measurement scale (e.g., 1 = excellent; 5 = poor), on non-colored paper (Chairs may assist faculty in compiling these summaries but cannot add them to the portfolio after submission).
- _____ Peer reviews of teaching (Chairs may assist faculty in compiling these forms but cannot add them to the portfolio after submission).

In preparing the Portfolio, please adhere to the following guidelines:

1. Use 12-point Times New Roman font for text unless otherwise specified.
2. Print out or copy each multiple-paged document back-to-back in order to conserve valuable space.
3. Do not put documents into plastic sleeves.
4. Use a tab or sticky note on course evaluation summaries and peer review of teaching documents to assist reviewers in locating these documents.
5. Section III, F, 3, i of the Personnel Rules states: **Representative evidence of teaching/job performance, research/creative activities, and professional and public service activities:** The evidence included in the portfolio shall be *representative*, and thus, limited to one or two examples in each category for each year of review. However, the faculty member should have complete documentation available upon request.

Faculty who wish to include supplemental documentation should place the materials in a separate binder to be retained in the Department office unless requested by the Dean, Constituency Committee, Vice Chancellor for Academic Affairs, or Chancellor.
