

## **Guidelines for Promotion and/or Tenure Portfolio**

The promotion and tenure portfolio is an organized documentation of the candidate's professional growth and achievements in the areas of teaching, scholarship, and service to her/his field or discipline, component, university and community.

Promotion and tenure portfolios contain a focused analysis of the candidate's work and clearly address how the candidate meets or exceeds the component's criteria for promotion and tenure. Furthermore, the narrative and selected examples must clearly illustrate the quality and significance of the candidate's work in the areas of teaching, research and other scholarly creative activity, and service. At each level of review, a reviewer may request a copy of all materials listed on the curriculum vitae.

The major components of the portfolio are listed below. A checklist that combines the contents with the required form may be found at the end of this document.

### **Contents of the Portfolio**

- I. Table of Contents
- II. Initial Appointment Letter
- III. Recommendations and Reports
  - a. Promotion/Tenure Recommendation Form
  - b. Report from the component Peer Review Committee, including minority reports
  - c. Report from the component administrator
  - d. Report from the college dean
  - e. Report from the University Promotion and Tenure Committee, including minority reports
- IV. Curriculum Vitae in University Format
- V. Candidate Self-Analysis and Documentation
- VI. Letters from External Reviewers (Added by component administrator)
- VII. Annual Performance Reviews

## Candidate Self-Analysis and Documentation

The self-analysis and documentation section should not exceed fifty (50) single-sided pages in length and should be written using US letter size paper, double spaced, with no less than 11 pt. font (using font type of Verdana, Arial, or Times New Roman) with margins of 1-inch left, right, top, and bottom, and pages numbered sequentially in the upper right-hand corner, using Arabic numerals, beginning with the Introductory Narrative.

The self-analysis documents how the candidate meets each of the *component's criteria* in the areas of Teaching, Scholarship and Creative Activities, and Service and the quality, relevance, and impact of the candidate's work. In the analysis, it is not necessary to duplicate achievements listed on the curriculum vitae. The candidate should, however, discuss how the items listed on the curriculum vitae demonstrate that promotion and/or tenure standards and criteria have been met. Selected supporting documentation *must be included* with each section, rather than as attachments or appendices. Particular attention should be given to accomplishments since the last promotion.

### *Introductory Narrative*

The introductory narrative describes the candidate's roles and responsibilities within the component, the college and the university. Within the introductory narrative or within each section of teaching, scholarship, and service, the candidate should provide a philosophy statement and explain how teaching, scholarship, and service are connected and integrated. The following is a list of types of documentation that may be found in a portfolio. It is not meant to be exhaustive.

### *Teaching*

- Peer observations of teaching
- Peer examination of a teaching portfolio
- Analysis of student evaluations and learning outcomes
- Analysis of courses taught, number of preparations, class sizes, course levels, types of courses in relation to component criteria for promotion and tenure
- External review of course materials
- Honors or special recognitions for teaching
- Grants related to instruction
- Development of new programs and courses
- Teaching innovations
- Preparation of publications to be used in class
- Reports from alumni and their employers
- Recognition of the quantity and quality of advising responsibilities
- Evidence of student achievement
- Service learning and internships directed
- Evidence of the quality and quantity of graduate student research and creative projects, independent studies, professional papers, theses and/or dissertations directed by the candidate in those areas where graduate programs

### *Scholarship and Creative Activities*

- Published/peer reviewed works, articles, book reviews, bibliographies, essays, papers in anthologies, proceedings, translations, book chapters, books, monographs
- Published curriculum or training materials
- Artistic works (include status of venue), short stories, poems, dramatic works, musical composition or arrangement, choreography, exhibitions, performances, recitals, direction of works in the performing arts, recorded works in the performing arts, refereed or invited works (include status of venue)
- Peer reviewed presentations at professional meetings
- Non-referred works and non-juried creative works
- Contributions to the art of teaching, textbooks, articles on pedagogy, development of technological applications for teaching, audiovisual media for classroom use
- Internal and external grant proposals, grants, and contracts
- Honors and awards (explain the nature of the award and method of selection)
- Professional development for research, scholarship, and other creative activities
- Inventions, patents, and copyrights

### *Service*

- Participation and leadership in university, college, and component committees and task forces
- Service to student organizations and student recruitment and retention activities
- Development of newsletters, brochures, in-service programs, non-credit continuing education courses, professional conferences
- Service to the profession (indicate state, regional, national, and international affiliations), membership and leadership in professional organizations, journal editorship, consulting projects, technical reports, panel chair or discussant
- Manuscript and grant reviews, adjudication of exhibits, performances, and designs
- Voluntary participation in local, regional, state, national or international non-profit organizations (role, years of service, major contributions, elected or appointed), local, state, or national office
- Honors and awards related to service (explain nature of award and method of selection)

## **Portfolio Checklist**

- Tabbed, 1-inch three-ring notebook (maximum)
- I. Table of Contents
- II. Initial Appointment Letter
- III. Recommendations
  - A. Promotion/Tenure Recommendation Form
  - B. Report from the component Peer Review Committee, including minority reports
  - C. Report from the component administrator
  - D. Report from the college dean
  - D. Report from the University Promotion and Tenure Committee, including minority reports
- IV. Curriculum Vitae in University format
- V. Candidate Self-Analysis and Documentation
  - 50 pages (maximum)
  - US letter-sized paper (8 ½ X 11 inches)
  - Double-spaced
  - No less than 11 pt. font
  - Margins of 1- inch left, right, top, and bottom
  - Pages number sequentially
  - A. Narrative Sub-table of Contents
  - B. Introductory Narrative
  - C. Teaching D. Scholarship and Creative Activities
  - E. Service
- VI. Letters from External Reviewers, if applicable, added by component chair.
  - Originals, signed (Do not include reviewer's vitae.)
- VII. Annual Performance Reviews
  - Complete set of evaluations for the period under review or memo from component administrator explaining omissions.