CHECK-LIST FOR PROMOTION/TENURE PORTFOLIO

(Completed check-list to be included in front of promotion/tenure portfolio.)

This is a listing of the required elements of a tenure and/or promotion portfolio; not an exhaustive listing of elements that might be included. If a required element is missing, an explanation on a colored page should be inserted where the missing material should be. Please use tabs as indicated.

3-inch (maximum) notebook binder

Table of Contents

_____ Cover sheet – see cover sheet (attached)

_____ Routing sheet(s) -- see Routing Sheets (attached)

_____ Complete vitae -- see Format for Curriculum Vitae (attached) [tab]

_____ Copy of appointment letter – indicating academic rank and tenure status [tab]

_____ Annual Evaluation Narrative and Summary Form by Department Chair – in chronological order beginning with most recent; include all since last promotion; dates must be clearly indicated. [tab]

_____ A. TEACHING- Required [tab]

_____1. One page Faculty summary of teaching [sub-tab]

_____2. Teaching Summary from Annual Evaluations [sub-tab]

_____3. List of Courses Taught [sub-tab]

_____4. Current Syllabi [sub-tab]

_____5. Student Ratings [sub-tab]

_____6. Optional Evidence of Teaching [sub-tab]

_____ B. SERVICE- Required [tab]

_____1. Faculty Summary of Service [sub-tab]

_____2. Service Summary from Annual Evaluations [sub-tab]

_____3. Service to University [sub-tab]

a. Supporting Documentation [sub-tab]
4. Service to Profession [sub-tab]
   a. Supporting Documentation [sub-tab]

5. Service to Community [sub-tab]
   a. Supporting Documentation [sub-tab]

C. SCHOLARLY ACTIVITIES- Required [tab]
   1. Faculty Summary of Scholarly Activities [sub-tab]

   2. Scholarly Activities Summary from Annual Evaluations [sub-tab]
      a. Journal Articles-grouped by refereed/non-refereed [sub-tab]
      b. Proceedings-grouped by refereed/non-refereed [sub-tab]
      c. Books, Chapters, Monographs [sub-tab]
      d. Presentations-grouped by refereed/non-refereed [sub-tab]
      e. Grants-Funded & Not Funded [sub-tab]
      f. Other [sub-tab]

D. Honors and Awards [sub-tab]

E. Optional Supporting Evidence [sub-tab]