

PROMOTION AND TENURE PORTFOLIO REQUIREMENTS

Portfolio/Dossier Submission Format:

- ✓ Submit in PDF format to the LMS
- ✓ Documents should be in reverse chronological order by year (from the most current to oldest)

Section One: Primary Materials

1. Application letter (1-2 pages) indicates eligibility (Educational and Service Criteria) to stand for promotion and/or tenure and highlights professional growth appropriate to the institution's mission
 - a. If applying for promotion, evidence of consistent performance and substantial achievement.
 - b. If applying for tenure, provide evidence of current professional performance and promise of such for future performance.
2. Curriculum Vitae
3. Evidence of terminal degree (transcript)
4. Initial contact and the latest contact which shows the time granted for prior experience
5. Annual Evaluations (reverse chronological order)
 - For promotion: all the annual evaluations for the time period from last promotion.
 - For tenure: all five of the annual evaluations prior to eligibility.
6. Annual professional activity reports - PAR (reverse chronological order)
 - For promotion: all the annual PAR for the time period from last promotion.
 - For tenure: all five of the annual PAR prior to eligibility.
7. Annual Goals (reverse chronological order)
 - For promotion: all the annual goals for the time period from last promotion
 - For tenure: all five of the annual goals prior to eligibility.
8. Peer Letters of Recommendation (three to six) from faculty and/or professional colleagues including people within your department as well as across campus.

Section Two: Teaching

1. One page summary of effectiveness of instruction and reflection on teaching effectiveness
2. Teaching loads for the past three year.
3. Sample of recent course syllabi (at least five) illustrating breadth of courses and different levels of courses taught
4. All course reviews by students including comments (reverse chronological order). Include a summary about how you have addressed the student concerns from the annual student reviews

For promotion: all of the annual student reviews for the time period from last promotion

For tenure: all five of the annual student reviews prior to eligibility.

5. Other documents substantiating effective teaching which may include: advising functions, co-curricular activities, examples of high impact practices, creative learning activities, etc.

Section Three: Creative/Scholarly Activities

A brief summary of creative and scholarly activities that includes a brief description of each submitted artifact. Artifacts should be based on consistent performance and substantial achievement as outlined in the Performance Criteria in 16.3 of the SCEA Negotiated agreement.

Your artifacts may include, but are not limited to:

- Development of courses and/or curriculum
- Presentations
- Grants
- Consulting activities
- Research projects
- Publications
- Creative performance or exhibitions
- Advanced degree progress (if applicable) or continuing education
- Professional organization leadership
- Other documents substantiating scholarly and/or creative activities

Section Four: Service

A brief summary of professional service that includes a brief description of each submitted artifact. Artifacts should be based on consistent performance and substantial achievement as outlined in the Performance Criteria in 16.3 of the SCEA Negotiated agreement.

Your artifacts may include, but are not limited to:

- Service on department and college committees and in other faculty leadership positions
- Service as department chair
- Responsibilities in accreditation and reaccreditation activities
- Advising student organizations
- Working with civic, municipal, or state government agencies, public schools, or community groups in areas related to the faculty member's primary area of assignment
- Fostering and sustaining collegial relationships in the college, community, and profession
- Membership in and contributions to professional organizations
- Mentoring and advising students outside faculty member's assigned area
- Other documents substantiating professional service