

College of Liberal Arts
Tenure and Promotion to Associate Professor
Portfolio Checklist

- I. Curriculum Vitae**

- II. Recommendations**
 - A. Appraisal and Recommendation of Tenure Track Faculty Form
 - B. Application for Faculty Promotion Form
 - C. Recommendation letter from Departmental Review Committee
 - D. Recommendation letter from Department Chair
 - E. Recommendation letter from Dean
(C, D, and E will be added to the portfolio by the reviewers
—include 3 empty sheet protectors)

- III. Candidate Narrative**
 - Intro (recommended)
 - Professional goals
 - Academic agenda
 - Teaching and Advising
 - Summary of all Peer Teaching Reviews
 - Summary of all Student Course Evaluations (table is recommended)
 - Scholarship and Professional Activities (year by year table of activities is recommended)
 - Service (include University, College, Department, and Community)

- IV. Appendices**
 - Supportive Evidence (selectively chosen)
 - Examples of Course Syllabi
 - Sample Lectures, Presentations, Assignments, Tests, ...
 - Examples of Student Success
 - Publications or Creative Work
 - Conference Abstracts or Exhibitions or Performances
 - Documentation of Service to University and Community
 - Other, as applicable to discipline (such as selective evidence of impact on one's field)
 - Other, as applicable to support excellence in teaching, scholarship, and/or service
 - Letters from External Reviewers, if applicable

- V. Complete set of Student Course Evaluations for the period under review**

- VI. Complete set of Peer Teaching Evaluations for the period under review**

- VII. Organization**
 - Two 2–3.5 inch three-ring binders (recommended)
with cover and side inserts for Name and Info
 - Table of Contents with Section Headings
 - Tabbed Section Headings
 - 20-25 pages for the Narrative (maximum)
 - US letter-sized paper (8 1/2 X 11 inches)
 - Double-spaced
 - 12 pt. font
 - Margins of 1 inch left, right, top, and bottom
 - Pages of Narrative numbered sequentially
 - Clear Top-Loading Sheet Protectors— (recommended for organization)