

**Portfolio Checklist
For Tenure and/or Promotion**

*This checklist is intended to assist the applicant in preparing the portfolio, based on the Guidelines effective Fall 2017. It should not be included in the submitted portfolio. The Portfolio Guidelines document provides instructions and advice for the preparation of the portfolio (see www.usi.edu/provost/faculty-resources/personnel-decisions/). **Candidates are advised to also refer to the University Handbook and College documents on promotion and/or tenure.***

Part 1. (Binder 1: Sections A-H are prepared and submitted by the applicant.)

- A. General information
 - 1. [Application Form](#) (note the different forms for reappointment and tenure/promotion)
 - 2. Table of Contents
- B. Context documents (as applicable)
 - 1. Department promotion and/or tenure criteria and guidelines (as applicable)
 - 2. Special conditions (e.g., credit towards tenure, leave of absence, extension) (as applicable)
- C. Curriculum vitae (see the [CV Template](#))
- D. Narrative statements on teaching, professional performance (for Library faculty), scholarship and professional activity, practice (for Clinical Track faculty), and service. *Maximum total length of 15 pages.*
- E. Teaching materials (for Library faculty, include professional performance materials)
 - 1. Summary table of courses taught in reverse chronological order
 - 2. Course syllabi and evidence of teaching and learning contributions
 - 3. Summary of student evaluations of teaching
 - 4. Other evaluations and observations of teaching
 - 5. Advising activity
- F. Scholarship and professional activity materials
 - 1. Scholarship and creative activity
 - 2. Professional activity
- G. Practice materials (for Clinical Track faculty) (as applicable)
- H. Service materials
 - 1. University service
 - 2. Community service and outreach
- I.
 - 1. [Appraisal/recommendation forms](#) and evaluation memos. Separate forms are to be used for each review committee and evaluator/administrator, as appropriate.
 - 2. External letters (as applicable)

Part 2. (Binder 2 or USB flash drive: Prepared and submitted by candidate, as applicable)

- Table of Contents for Part 2 (as applicable)
- J. Additional evidence and documents per college/unit guidelines (as applicable)
- K. Additional evidence (optional)
- Formatting guidelines have been followed (e.g., page formatting, page limits, labeled tabs, and content order). See the [Portfolio Guidelines](#) document.

Completed application and portfolio due to _____ by _____ .