

Promotion and Tenure Portfolio Information Dean's Office

1. Department Requirements

- a. Applicants for Rank Promotion and/or Tenure should review the Faculty Handbook, (16th Edition, pp. 24-32) for general expectations regarding materials appropriate for inclusion in document portfolios submitted as evidence of achievement/accomplishment.
- b. Applicants should also retain a copy of their department's most recent approved revision of "Policies for Tenure and Promotion." This document will provide more specific information required by the Review Committee and the Department Head.

2. Dean's Office Requirements (for Forwarding to the Provost's Office) – The Dean of CEBS requires only the following information/documentation be submitted for review at the College level. The Dean reserves the right to require additional items of documentation, if desired.

- a. One 2-inch (maximum), hardback, 3-ring binder to hold the portfolio documents to include the following:
 - i. A persuasive narrative for promotion and/or tenure
 - ii. A current curriculum vitae
 - iii. A report highlighting personal achievements according to criteria specified in departmental guidelines
 - iv. Documentation
 - **Summary** of all quantitative SITE documentation (graphs and charts are helpful) since last promotion (or since you were hired) – Summary should include the faculty member's data across SITE items compared with departmental, college, and university ratings for all classes taught (organized by year)
 - Faculty member must make a case based not solely on SITE data and should present evidence of responding to any performance feedback
 - No more than 1 full-length copy of a published article
 - For others, copies of the journal cover (if available) and the first page of each article will be sufficient
 - **Representative samples** of all other evidence (e.g., assessments, syllabi, presentations, letters of commendation, committee appointment memos, "thank you" for service, etc.)
- b. A separate folder to include the following SITE information:
 - i. **Copies** of all quantitative SITE results for every class in every semester since last promotion (or since hiring – if currently an assistant professor)
 - ii. **Copies** of all narrative comments offered by students on the SITE sheets
 - **These narrative comments may not be required by the departmental committee or department head**