


**MEMORANDUM**

TO: Deans  
Megan Davis, Interim Executive Director, HBOI

FROM: Gary Perry, Provost and   
Vice President of Academic Affairs

DATE: April 27, 2015

SUBJECT: Non-Tenure-Track Portfolio Guidelines for 2015-2016

Candidates for non-tenure-track promotions need to review the following documents as part of their portfolio preparation:

- Appointment and Promotion of Instructors and Lecturers (April 2015)
- Appointment and Promotion of Assistant Scholars/Assistant Scientists/Assistant Engineers/Assistant Research Professors (April 2015)
- Provost's Promotion and Tenure Memorandum For 2015-2016  
University Promotion and Tenure Portfolio Preparation (April 2015)

These Non-Tenure-Track Portfolio Guidelines are meant to be used in conjunction with the documents mentioned above, in an effort to clarify portfolio requirements. The ordering of materials in the portfolio should include:

1. Signed Nominee Portfolio Cover Sheet (Certification of Completeness of the promotion portfolio on the date signed)

2. Signed Waiver of the Right to Review Evaluation Letters from External Reviewers, if applicable
3. Status Letter(s)
  - a. These are letters that indicate date of hire or last promotion. Some recent candidates found these difficult to retrieve, especially when faculty were long-time employees. This is particularly important for Instructors/Lecturers whose eligibility is determined by date of hire. The chair, the dean and the Vice Provost of Academic Affairs need to be available to help candidates secure the appropriate documents.
4. Up-to-Date Curriculum Vita
  - a. Use suggested Comprehensive Dossier Curriculum Vitae template included with April 2015 University Promotion and Tenure Portfolio Preparation documents, modified as appropriate to the assignment.
5. Annual Assignments, if applicable
  - a. Scholars/Scientists/Engineers/Research Professors do not necessarily have annual assignment documents.
6. Instruction, if applicable
  - a. All Instructor/Lecturer applicants must include SPOT table, SPOT summary reports, and three recent Peer Evaluations of Teaching. Other documentation of quality of instruction may also be included in this section.
  - b. Scholars/Scientists/Engineers/Research Professors may have no instructional assignment, but may include the material described in “a” above if they have taught courses. They may also want to include information about working with students on an individual basis as part of mentoring, research projects or participation on thesis or dissertation committees.

7. Scholarship, research, and/or creative activity, if applicable
  - a. Scholars/Scientists/Engineers/Research Professors must include an annotated version of the parallel section of their vitae with detailed information on publications, presentations, grants, contracts and performances or other activities pertinent to their role.
  - b. Instructors/Lecturers may include the material described in “a” above if they have been involved in such activities.
8. Service, if applicable
  - a. An overview of service to the unit, institution, profession or community, if applicable. Work on curriculum development, assessment, advising of students and community engagement may be included here.
9. Professional Development, if applicable
  - a. Degrees earned while in this position may be included here. In addition, courses undertaken to enhance performance in the particular role are also important to be detailed.
10. Self-evaluation
  - a. The self-evaluation is always an important part of the promotion portfolio but particularly important when the assignment documents are non-existent or do not adequately describe the candidates contributions and accomplishments.
11. Letters of Evaluation
  - a. Three external letters of evaluation, solicited for this application, are required for Scholars/Scientists/Engineers/Research Professors. Different from external letters required for tenure-track faculty, those referees selected may be familiar with the candidate’s work.
  - b. External letters of evaluation, solicited for this application, may be included for Instructors/Lecturers, as appropriate to the discipline.

For example, letters in regard to performances or community work may be very appropriate in some disciplines. Here too, those referees selected may be familiar with the candidate's work. The number of external referees solicited is a decision made by the candidate and the supervisor.

- c. Internal letters of evaluation, solicited for this application, may be included for Scholars/Scientists/Engineers/Research Professors, and it is anticipated that they would be familiar with the candidate's contribution to the unit. The number of internal referees solicited is a decision made by the candidate and the supervisor.
- d. Three internal letters of evaluation, solicited for this application, are required for Instructors/Lecturers. It is anticipated that the referees may be from colleagues familiar with the candidate's work and contribution to the unit.
- e. External and internal reviewers need to be selected by the unit supervisor; the candidate should have the opportunity to review the list for conflicts of interest. Solicitation letters and cover sheets may be the same as those used for tenure-track promotion portfolios.

12. Report of the Unit, if applicable

- a. If there is a review at the department/school/unit level, the vote and a written narrative report conveying the reasons for the report should be included.

13. Letter from the Chair/Director/Supervisor

14. Report of the College Committee

- a. A memorandum including the vote and a written narrative report conveying the reasons for the report should be included.

15. Letter from the Dean

16. Unit criteria for non-tenure-track promotion

17. Annual Employee Performance Evaluations

18. Supplementary Portfolio, if applicable

- a. Similar to tenure-track promotions, candidates may include supplementary portfolios with examples of accomplishments in instruction and/or scholarship, research, creative activity.

Portfolios for non-tenure-track promotions need to be submitted to the Office of the Provost by **February 5, 2016**. Please structure college time lines to insure compliance with this submission date. If you have any questions on any of these materials or need assistance, please contact Diane Alperin, Vice Provost of Academic Affairs, at 561-297-2959 or [alperind@fau.edu](mailto:alperind@fau.edu).

CC: Diane Alperin, Vice Provost

Academic Affairs