



Required Portfolio contents for applications for Tenure and Promotion to Associate Professor and Promotion to Full Professor. The candidate must supply 1-14 on this list (in bold) and may confirm inclusion by checking them off the list below. ✓

		✓
1. Material for External Evaluators		
2. Signed waiver or non-waiver of right to view letters from external reviewers		
3. Status Letters	<p>--For <u>tenure and promotion</u>: letter of hire</p> <p>--For <u>promotion to full professor</u>: Letter of tenure and letter of promotion to the rank of associate professor</p>	
4. Up-to-Date Vita	Vita format must align with the Comprehensive Dossier Curriculum Vitae template on p. 18 of Provost's P & T memorandum	
5. Copy of Annual Assignments		
6. Instruction	<p>--This section must include table (see p. 6 of Provost's memorandum for table template),</p> <p>---SPOT summary reports and</p> <p>---at least two peer evaluation of teaching materials and classroom instruction (at least one should be done by a tenured faculty member)</p>	
7. Scholarship, research and/or other creative activity	<p>--This section is an annotated version of the parallel section of the candidate's vita but needs to include information to supplement the vita. It should provide detailed information on each published or exhibited work including, if appropriate to the discipline, presentations at conferences and symposia.</p> <p>--This information should permit a colleague outside of the candidate's field to evaluate the candidate's accomplishments in his or her discipline(s).</p>	
8. Assigned service and/or administrative activity	See Table on p. 10 of Provost's P & T memorandum for format	
9. Self-evaluation	No more than 8 double spaced pages, 12-point font maximum	



10. Department/Unit Criteria for Promotion and Tenure		
11. Annual Employee Performance Evaluations for years in rank	All evaluations must be signed by the candidate, department chair and dean	
12. Third Year Review Reports	(not required for promotion to the rank of professor)	
13. Tenure and/or Promotion Appraisals		
14. Supplemental Material		
15. Letters of Evaluation from independent evaluators	All external letters must be written on institution letterhead and include evaluators' research vitas. The department chair or director will upload these letters into Interfolio.	
16. Report of the Department/School Promotion and Tenure Committee		
17. Chairperson's/Director's Letter		
18. Report of the College Promotion and Tenure Committee		
19. Dean's Letter		
20. President's Decision Letter		