

APPENDIX A: FACULTY PORTFOLIO CONTENT CHECKLIST

Section 1: Introduction

Include the following items:

- A. Tenure and/or Promotion Recommendation Form
- B. Cover Page to include: Name, Academic Year, Last/Terminal Degree and Institution, College (Academic Unit), and Department
- C. Table of Contents
- D. Letter of Intent/Cover Letter

Section 2: General Information

Include the following items:

- Curriculum Vitae
- Tenure and/or Promotion Eligibility Checklist
- Copy of Original Tenure-Track Appointment
- Letters of Support from External Faculty Peers-(minimum of 2)

Section 3: Department Chair Evaluations

Include the following items:

- All annual evaluations from department chair over period covered.

Section 4: Teaching

Include the following items:

- Provide narrative describing Teaching activities.
 - For initial tenure and/ or promotion, stress teaching activities since appointment to tenure-track positions at TSU.
 - For tenure-track faculty seeking promotion only, stress activity since appointment date to current rank/last promotion to current rank at TSU.
- All student evaluation of instruction summary sheets for each course taught during period-by academic year.
- Additional documentation

Section 5: Research/Scholarship/Creative Activities

Include the following items:

- Research Activities—Provide a written summary of research activities during this period. Discuss research experience
 - For initial tenure and/or promotion, stress research activities since appointment to tenure-track position at TSU.

- For tenured faculty seeking promotion only, stress activities since appointment date to current rank/last promotion to current rank at TSU.
- Provide detailed list of grants and awards during period.
- Provide detailed list of written research/publications with the articles attached.
- Provide detailed list of papers presented, workshops developed, etc.

Section 6: Service/Outreach and Professional Activities

Include the following items:

A: Service Activities

- For initial tenure and/or promotion, provide written summary and stress service activities since appointment to tenure-track position at TSU.
- For promotion only, stress activity since appointment date to current rank/last promotion to current rank at TSU. Also stress TSU service learning experiences.

B: University Service

- Provide a detailed list of administrative activities serving the University-wide community.

C: Professional Service

- Provide a list of the work done for organizations related to one's discipline or to the teaching profession generally.
- Include a detailed list of Honors and Recognitions