

Portfolio Checklist: Pre-Tenure, Tenure, and/or Promotion Review

The portfolio checklist must be signed by the candidate as indicated below and placed in the front of the portfolio prior to the department-level evaluation. Full expectations associated with each portfolio item are described in the Stetson University Tenure and Promotion policy.

Pre-tenure	Tenure and Promotion to Assoc. Prof.	Promotion to Professor	Items added to the portfolio <u>by the candidate</u>
✓	✓	✓	A copy of the letter from the Provost appointing the candidate to his/her current position and rank.
✓	✓	✓	Updated curriculum vitae
✓	✓	✓	Representative syllabi for all courses taught
✓	✓	✓	Complete student teaching evaluations, including written student comments, for all classes since date of employment or last promotion
✓	✓	✓	Written and signed peer teaching observation reports (see T/P policy for how many must be included)
✓	✓	✓	All Faculty Annual Reviews (FARs) since date of employment or last promotion
✓	✓	✓	Chair's (or Dean's) responses to all FARs
✓	✓	✓	Narratives on teaching/librarianship, scholarship/creative activity, and service/leadership
✓	✓	✓	Copies of all pertinent research/scholarship/creative activity material
✓	✓	✓	Information about specific contributions to co-authored works, publications, and grants
✓	✓	✓	Documented evidence of service/leadership
✓	✓	✓	A copy of the relevant disciplinary standards

By signing below, I attest that all of the items listed above have been included in my portfolio or that a satisfactory explanation has been offered in the portfolio narrative(s) for why one or more required items are missing.

Signature of Candidate

Pre-tenure	Tenure and Promotion to Assoc. Prof.	Promotion to Professor	Confidential items added to the portfolio <u>by the Chair</u>
✓	✓	✓	A list of all members participating in Department-level review (list A)
✓	✓	✓	A list enumerating each evaluative letter in the portfolio (list B)
✓	✓	✓	An explanation of any discrepancies between list A and list B

✓	✓	✓	'Extra-departmental' evaluation letters if received (added before department-level review)
		✓	External evaluation letters (added before department-level review)
✓	✓	✓	Department-level review evaluation letters
✓	✓	✓	Chair's summary letter
			Confidential Items added to the portfolio by the Dean
	✓		Pre-tenure reviews letters
✓	✓	✓	Dean's evaluation letter