

## Portfolio Guidelines

These guidelines detail the portfolio format and contents that must accompany the request for promotion/tenure as it moves through the approval process. Department, school, or college committees may require or request additional information to help them make their decisions, but these materials should remain at the respective level. Schools and colleges should include directions for any mandatory additions in their promotion and tenure documents.

### A. Required Organization and Format of Portfolio.

The applicant will prepare the document electronically as a single PDF file with chapters. The portfolio shall be organized as follows. The details of the following list of items are described in section B below.

1. Application form(s)
2. University Promotion and Tenure Committee Portfolio Attestation
3. Summary of Annual Evaluations and Assigned Contract Effort Form
4. Curriculum Vitae (follow the documentation style guide appropriate to discipline)
5. Statement of Teaching (maximum one single-spaced page Calibri 12 point)
6. Statement of Scholarship (maximum one single-spaced page Calibri 12 point)
7. Statement of Service (maximum one single-spaced page Calibri 12 point)
8. Appendix A – Internal review letters (Department P&T committee(s), chair, college P&T committee, and dean)
9. Appendix B – Copies of the Annual Performance Evaluation Forms (provided by Human Resources - last five years)
10. Appendix C – Evidence of Teaching (course evaluation summary sheets and peer observations required)
11. Appendix D – Evidence of Scholarship/Research
12. Appendix E – Evidence of Service
13. Appendix F – External Letters of Review or Recommendation (according to University and College P&T guidelines)
14. Appendix G – Pre-tenure Review Letter or Report (for tenure candidates)

**No other material shall be included in the portfolio.**

### B. Details of the Portfolio.

#### 1. Application Form(s) ([Promotion Application](#); [Tenure Application](#))

A candidate for promotion and tenure should complete separate forms. All applicable signatures are required on the form.

2. **Portfolio Attestation**

The candidate should sign the attestation indicating that the portfolio is complete and adheres to the guidelines outlined in the “Portfolio Guidelines” document.

3. **Summary of Annual Evaluations and Summary of Assigned Contract Effort Form**

The candidate should list the annual evaluation results and the assigned contract effort for the promotion and/or tenure period under review.

4. **Curriculum Vitae**

The candidate should include a CV that adheres to the guidelines for documentation style in a specific discipline. Examples include AMA, APA, CMS, and MLA.

5. **Statement of Teaching (maximum one single-spaced page Calibri 12 point)**

This narrative will highlight the candidate’s teaching philosophy, methods and procedures and how these contribute to student learning. This narrative should also highlight the candidate’s contributions in student advising and mentoring.

6. **Statement of Scholarship (maximum one single-spaced page Calibri 12 point)**

This narrative will highlight the significance of the candidate’s scholarship, using criteria from the candidate’s discipline as evidence. The candidate should expound on the relevance of publications, presentations, and other examples of scholarship listed on the CV. The candidate should explain how their scholarship contributes to regional, national or international prominence, appropriate to rank.

7. **Statement of Service (maximum one single-spaced page Calibri 12 point)**

The candidate will highlight his or her service to the profession, his or her department, college, AU, and/or USG.

**Appendices**

**Appendix A – Department P&T committee(s), chair, college P&T committee, and dean letters**

**Appendix B – Copies of Annual Performance Evaluation Forms (provided by Human Resources - last five years)**

### **Appendix C – Evidence of Teaching (since the time of last review or promotion)**

The candidate should present the information that best supports their candidacy based on expectations of their discipline. This information should be presented in the most concise manner possible using lists, tables, and diagrams. The following are examples that can be included:

- a. Please include the summary sheets of faculty and course evaluations for the past 5 years. (required)
- b. Evidence of peer review, including letters from peers that have observed the candidate teaching. (required)
- c. If advising graduate student projects or residents include communications from up to 5 residents, graduate students, advisees, etc. that address the quality of the supervision that the student received.
- d. A list of examples of student achievements such as projects, awards, honors theses, publications, presentations, time to degree for graduate students.
- e. List of course and program development activities.
- f. Evidence that the candidate assesses whether or not s/he has been successful in increasing student learning outcomes.
- g. An annotated list of pedagogical literature and instructional development sessions that have influenced the faculty member's teaching and how the faculty member has addressed this information in planning his/her classes and instructional strategies.

### **Appendix D – Evidence of Scholarship/Research (since the time of last review or promotion)**

The candidate should present the information that best supports their candidacy based on expectations of their discipline. This information should be presented in the most concise manner possible using lists, tables, and diagrams. The following are examples that can be included:

- a. Faculty member's publications that explicitly designates peer-reviewed material from other publications including the Scholarship of Teaching and Learning, and the Scholarship of Engagement, and any evidence consistent with [USG BOR 4.7.2](#): The Scholarship of Discovery.
- b. Creative endeavors and activities including art exhibitions, professional poetry recitals, theatrical, dance, or music performances, etc.
- c. All grants, fellowships, and scholarships, as appropriate to the discipline, with funding amounts.
- d. Invited seminars and presentations.
- e. Refereed conference presentations.
- f. Evidence of up to 10 of the candidate's most significant publications and/or creative endeavors since the time of appointment or the last promotion may be included. This does not imply that every publication/endeavor is of equal intellectual merit. The candidate should define and make the case for what is significant.

### **Appendix E – Evidence of Service (since the time of last review or promotion)**

The candidate should present the information that best supports their candidacy. This information should be presented in the most concise manner possible using lists, tables, and diagrams. The following are examples that can be included:

- a. International, national, or regional professional committees, including any offices held
- b. USG, AU, college, and department committees, organized by level
- c. Evidence that the faculty member, either through scholarly work and/or service, applies knowledge toward solutions to complex societal problems and human needs
- d. Evidence that the faculty member contributes to the continuous improvement of public higher education
- e. Evidence that the faculty member contributes in some way to the public good
- f. Evidence that the faculty member has served his or her profession through professional organizations and/or other professionally oriented entities
- g. Evidence that the faculty member has participated in clinical patient care, when appropriate

### **Appendix F – External Letters of Review or Recommendation (according to University and College P&T guidelines)**

Candidates for promotion to Assistant Professor and above, and the award of tenure, are expected to have a minimum of three external letters of review or recommendation. The candidate shall recommend colleagues from other institutions that have sufficient knowledge of his or her work. Colleges shall specify the format and scope of these letters, including appropriate restrictions on who may author them and a process for identifying and contacting those persons.

External letters are defined as those support letters solicited from outside Augusta University. However, due to the multidisciplinary work of many AU faculty, one external letter of support is allowed from outside one's primary college on the AU campuses.

### **Appendix G – Pre-tenure Review Letter or Report (for tenure candidates)**