Faculty Retention, Promotion and Tenure

Checklist for 2013-14

Your portfolio should have two parts. A small binder with a few items (please invest in a thin but good folder/portfolio which will retain the documents securely) and your DM-ePortfolio.

The small binder should have the following items. The first three of the following will be provided by the candidate and items 4 and 5 will be provided by the Division/Department P&T Committee Chair and the Dean, as a part of the review process.

1. Formal Application: We shall look for the name of the candidate, advancement sought (new rank, tenure or both). Your application should mention the name of the terminal degree in your field and the name of the highest degree you currently have.

2. Letter from the HR indicating your date of hire, highest degree attained and if an official transcript is in file or not.

3. Recent Curriculum Vitae

4. Letter from Department/Division Committee Chair

5. Letter from the Dean

The review process will specifically look for the following items in your DM-ePortfolio.

1. Supervisor Evaluations (two per year for the first two years of appointment and one per year for the subsequent years)

2. Student Evaluations (two sets per year for the first two years covering all courses that you taught and one set per year for the subsequent years covering all courses that was taught in the selected semester)

3. Peer Evaluations (two per year for the first two years and one per year for the subsequent years)

4. Self Evaluations (one per year)

5. Samples of Syllabi
6. Examples of Professional Development (usually off-campus meetings, trips, etc.)
7. Examples of candidate’s pedagogical techniques
8. Sample assignment, quizzes and exams
9. Examples of student work (papers, essays)
10. Examples of Service to campus/institution (e.g., letters from fellow campus committee members of strong service)
11. Evidence of Service to Community or Outside Organizations (e.g., proof of service as a chair or discussant in a conference sponsored by an outside organization)
12. Evidence of Creative/Scholarly Activity, including research, publication, artwork, curriculum development, etc.
13. General letters of recommendation
14. Pending Degree (if currently enrolled in graduate school)