

Texas A&M University-Kingsville  
**CHECK-LIST FOR PROMOTION PORTFOLIO**  
(Completed check-list to be included in front of promotion portfolio.)

This is a listing of the required elements of a promotion portfolio; not an exhaustive listing of elements that might be included. If a required element is missing, an explanation on a colored page should be inserted where the missing material should be. Please use tabs as indicated.

- 3-inch (maximum) notebook binder
- Table of Contents
- Cover sheet -- *sample found in Faculty Handbook appendices*
- Routing sheet -- *sample found in Faculty Handbook appendices*
- “Recommendation for Promotion in Rank” forms (tab)
- Complete vitae -- *see detailed organizational format in Faculty Handbook appendices* (tab)
- Copy of appointment letter – *indicating academic rank and tenure status* (tab)
- Annual Evaluation Narrative and Summary Form by Department Chair – *in chronological order beginning with most recent; include all since last promotion; dates must be clearly indicated.* (tab)
- Annual Reports – *all annual reports since last promotion, organized by sections beginning with the most recent report, with each evaluation year clearly noted. A one-page summary written by the candidate should introduce each section.* (tab)
  - A. Teaching (tab)
    - 1. One page summary of teaching accomplishments
    - 2. “Teaching Performance” section of each Annual Report (year noted for each)

- B. Scholarly Activity (tab)
  - 1. One page summary of research, creative or scholarly activities
  - 2. “Scholarly Activity” section of each Annual Report (year noted for each)
  
- C. Professional Development (tab)
  - 1. One page summary of professional growth activities
  - 2. “Professional Development” section of each Annual Report (year noted for each)
  
- D. Non-teaching Activities Supportive of University Programs (tab)
  - 1. One page summary of service to university, college, department and the community at large.
  - 2. “Non-teaching Activities Supportive of University Programs” section of each Annual Report (year noted for each)
  
- Appendices
  - A. Teaching - *required* (tab)
    - A semester-by-semester listing of courses taught with numbers of students in each section
    - Examples of course syllabi
    - Numerical scores on student evaluations *include computer print-out for each course evaluated, not just summary scores*
    - Documentation of honors/awards for teaching excellence *if listed in vitae* (tab)

Selected examples of additional information and/or evidence that may be included in the portfolio:

- Examples of unsolicited letters from students and others in support of teaching effectiveness
- Examples of other work related to teaching
- Documentation of success of students, as related to teaching effectiveness
- Typed comments from student evaluations

B. Scholarly Activities – *required* (tab)

- Refereed journal articles or *if appropriate* other juried activities, such as exhibits, performances or competitions *if listed in vitae* (sub-tab)
- Nonrefereed articles *if listed in vitae* (sub-tab)
- Letters from editors indicating acceptance of manuscripts for publication, etc. *if listed in vitae* (sub-tab)
- Documentation of honors and/or awards for scholarly or creative activities *if listed in vitae* (sub-tab)

Selected examples of additional information and/or evidence that may be included in the portfolio:

- Refereed abstracts
- Nonrefereed abstracts
- Funded grants
- Proposals submitted but not funded
- Other publications, such as proceedings, books, chapters, monographs, etc.
- Refereed presentations to learned societies, grouped by international, national, state, regional, local
- Reprints of articles
- Unsolicited letters related to research, creative or scholarly activities
- Technical assistance
- Policy analysis
- Program evaluation
- Participation in workshops and seminars resulting in an action plan for improving teaching skills
- Development of outcomes assessment tools
- Participation in curricular innovation
- Conducting interdisciplinary seminars

- C. Professional Development *required* (tab)
  - Documentation related to election to office or appointment to committees in learned societies *if listed in vitae*
  - Documentation of honors and/or awards related to professional service *if listed in vitae* (tab)

Selected examples of additional information and/or evidence that may be included in the portfolio:

- Unsolicited letters related to professional growth and/or activities
- Copies of programs of meetings where name appears *cover page and page where name appears are adequate*
- Published articles about the candidate's professional contributions

- D. Non-teaching Activities Supportive of University Programs *required* (tab)
  - List of committees and years served, with amount of time spent on committee responsibilities; identify candidate's actual responsibilities on each committee *if listed on vitae*
  - Documentation of honors and/or awards for university service *if listed in vitae*

Selected examples of additional information and/or evidence that may be included in the portfolio:

- Committee appointment letters
- Unsolicited letters related to non-teaching activities supportive of university programs

- Letters of Recommendation (tab)