

Frank H. Dotterweich College of Engineering

Promotion/Tenure/Continuation/Post Tenure Review Portfolio Additional Guidelines

Faculty going up for promotion, tenure, continuation or post tenure review must follow guidelines provided below for submitting documents for their portfolio review. These are in addition to the guidelines provided by the University and specific to the College of Engineering. Faculty will be notified by the college and/or department in advance to prepare the necessary documentation for their respective review.

Below is the information relating to the content of your portfolio. You may add sections if your online template does not have a specific section to upload your documents, but do not add any additional folders to a section simply to upload your documents for a particular section. Any questions or comments can be directed to your chair, Ms. Tamara Guillen or Dr. Mahesh Hosur, in that order.

- **Faculty Information:**
 - You will need to type in which type of review you are going up for. If you are going up for promotion and/or tenure, there will be **NO** need to upload the recommendation sheet or the routing sheet.

- **Updated Curriculum Vitae**

- **Copy of Appointment Letter**

- **Annual Continuation Letters, Narratives and Summaries**
 - In this section, you must upload a copy of your faculty performance review (scaled evaluation) and your immediate preceding year's review letters from the Department P&T Committee, Chair, College P&T Committee, Dean and Provost (if you have a separate one available, usually the Provost will approve with a signature on the Dean's letter). 4th year review and Promotion/Tenure are exceptions and will need all review letters and evaluations since these are comprehensive reviews.

 - For the Narrative of the Annual Evaluation of Faculty, we will not be requiring the Dean's signature, only the faculty member and chair. You will need to create another section for Year 6 to include your current year's narrative report if you are going up for Promotion and Tenure.

- **Annual Report:**
 - The cover sheet for the annual report will no longer be required, only the summaries for teaching effectiveness, research and scholarly activities, professional growth and activities and non-teaching activities.

 - Teaching Effectiveness – Make sure to include the following tables

Courses Taught in Fall XXXX:

Semester	Course	Course Name	# of Students	Course SRI	Dept. SRI
Fall XXXX	ENGR XXXX	Intro to Engr.	14	4.21	4.25

Courses Taught in Spring XXXX:

Semester	Course	Course Name	# of Students	Course SRI	Dept. SRI
Spring XXXX	ENGR XXXX	Intro to Engr.	14	4.21	4.25

- For faculty going up for Promotion and Tenure, you will need to add a section for Year 6 to include information from the 5th year's evaluation period until present.

- **Appendices**

For this section, please include any supporting documentation but it is not necessary to include all pages of a document. For example, uploading supporting documents for research: the proposal submission page with appropriate signatures along with the abstract of your proposal and notification of award acceptance/denial is all that is needed. For journal publications, only the abstract page showing the details of the journal (journal name, date published, authors) and abstract of the journal is needed and not the entire document.

- Teaching – Items to include, but not limited to: SRIs for courses, examples of course syllabi for courses taught, documentation of honors/awards for teaching excellence, optional workshops/teaching development, etc.
- Research and Scholarly Activities – Items to include, but not limited to: funded and non-funded research, referred journal articles, non-referred journal articles, letters from editors indicating acceptance of manuscripts for publications, documentation of undergraduate and graduate research, documentation of honors/awards for scholarly activities, etc.
- Professional growth and activities – Items to include, but not limited to: documentation related to election to office or appointment to committees in learned societies, documentation of honors/awards related to professional service, etc.
- Non-Teaching Activities – Items to include, but not limited to: list of university/department committees and years served with amount of time spent on committee responsibilities, documentation of honors/awards for university service, etc.

- **Letters of Recommendation (optional)**