

Texas A&M University-Kingsville
CHECK-LIST FOR PROMOTION/TENURE PORTFOLIO

(Completed check-list to be included in front of promotion/tenure portfolio.)

This is a listing of the required elements of a promotion/tenure 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.

Binders submitted for promotion or promotion/tenure will be permanently filed in the Provost Office. Binders will not be returned and the Provost Office is not staffed to make copies. If you want a copy, copy the binder prior to submission.

- One 3-inch (maximum) notebook binder
- Table of Contents
- Cover sheet – *sample found on Academic Affairs’ website under Administrative Forms – Promotion/Tenure*
- “Routing Sheet for Promotion” and/or “Routing Sheet for Tenure” – *samples found on Academic Affairs’ website under Administrative Forms – Promotion/Tenure*
- “Recommendation for Promotion in Rank or Tenure” forms – *sample found on Academic Affairs’ website under Administrative Forms – Promotion/Tenure (tab)*
- Complete vitae – *in chronological order beginning with most recent – see format on last page of this document (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 Performance (tab)
 - 1. One page summary of teaching accomplishments
 - 2. “Teaching Performance” section of each Annual Report (year noted for each)

- B. Research and Scholarly Activities (Please refer to Appendix II in the Faculty Handbook regarding definition) (tab)
 - 1. One page summary of research, scholarly or creative activities
 - 2. “Research and Scholarly Activities” section of each Annual Report (year noted for each)
- C. Professional Growth and Activities (tab)
 - 1. One page summary of professional growth activities
 - 2. “Professional Growth” section of each Annual Report (year noted for each)
- D. Service (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 Performance – *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. Research and Scholarly Activities (Please refer to Appendix II in the Faculty Handbook regarding definition) – *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)
 - Documentation of graduate and undergraduate research (sub-tab). *List research activity and names of participating students*

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 Growth and Activities *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. Service (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)

FORMAT FOR CURRICULUM VITAE

Education (degrees, years granted, granting institutions)

Employment history (if tenured, indicate year and institution)

List of courses taught; identify by institution where taught

Bibliography of publications

Include all authors in order of authorship; include number of pages in each citation; divide into sections.

- Refereed journal articles
- Nonrefereed articles
- Refereed abstracts
- Nonrefereed abstracts
- Refereed proceedings
- Nonrefereed proceedings
- Books, chapters, monographs, etc.

List of presentations to learned societies, grouped by international, national, state, regional, local.

Include all presenters in order to authorship; divide into refereed and nonrefereed presentations.

Research and Scholarly Activities

- Funded grants; include role/title and other project staff by title, funding source, dates of project, and amount of funding
- Proposals submitted but not funded; include role/title and other project staff by title, funding source to which grant was submitted and amount requested
- Other juried activities, such as exhibits, performances, or competitions

Professional Growth and Activities

- Membership in professional societies
- Leadership roles in professional societies (service on committees, chairing committees, service as an officer or on board of directors)
- Attendance at meetings of professional societies
- Professional service activities (consulting; reviewer or editor for journals; service on editorial boards, task forces, etc.)

Service Activities

- Membership on university, college, and/or department committees
- Leadership roles on committees (chair or other office)
- Briefly specify candidate's responsibilities on the committee(s)
- Service activities outside the university (community service organizations, presentations, etc.)

Honors and Awards

Other Professional Activities Not Covered Above