

**Portfolio Checklist  
For Promotion/Tenure or Reappointment**

*This checklist is intended to assist tenure-track/tenured and clinical track faculty in preparing the portfolio based on the Guidelines effective Fall 2017. It should not be included in the submitted portfolio. The Portfolio Guidelines document provides instructions and advice for portfolio preparation (see the [Provost's Personnel Decisions webpage](#)). **Applicants are advised to also refer to the [University Handbook](#) and College documents on promotion and/or tenure.***

**Part 1.** (Sections A-I.1 are prepared and submitted by the applicant. Up to 500 pages.)

- A. General information
  - 1.  [Application Form](#) (note the different forms for reappointment and tenure/promotion)
  - 2.  [Portfolio Outline](#)
- B. Context documents (as applicable)
  - 1.  Department promotion and/or tenure criteria and guidelines (as applicable)
  - 2.  Special conditions (e.g., credit towards tenure, leave of absence, extension) (as applicable)
- C.  Curriculum vitae (see the [CV Template](#))
- D.  Narrative statements on teaching, professional performance (for Library faculty), scholarship and professional activity, practice (for Clinical Track faculty), and service. *Maximum total length of 15 pages.*
- E. Teaching materials (for Library faculty, include professional performance materials)
  - 1.  Summary table of courses taught in reverse chronological order
  - 2.  Course syllabi and evidence of teaching and learning contributions
  - 3.  Summary of student evaluations of teaching
  - 4.  Other evaluations and observations of teaching
  - 5.  Advising activity
- F. Scholarship and professional activity materials
  - 1.  Scholarship and creative activity
  - 2.  Professional activity
- G.  Practice materials (for Clinical Track faculty) (as applicable)
- H. Service materials
  - 1.  University service
  - 2.  Community service and outreach
- I.
  - 1.  [Appraisal/recommendation forms](#) and evaluation memos. Separate forms are to be used for each review committee and evaluator/administrator, as appropriate.
  - 2.  External letters (as applicable, not common)

**Part 2.** (Prepared and submitted by applicant, as applicable. Up to 500 pages.)

- Outline for Part 2 (as applicable)
- J.  Additional evidence and documents per college/unit guidelines (as applicable)
- K.  Additional evidence (optional)
- Formatting guidelines have been followed (e.g., page formatting, page limits, labeled tabs, organization, and content). See the [Portfolio Guidelines](#) document.

Completed portfolio submitted to \_\_\_\_\_ by \_\_\_\_\_ .