Tenure Portfolio Guidance for Faculty
Updated Fall 2015

Each applicant for tenure must demonstrate the following: teaching ability, creative achievement, academic integrity and professional service. For the tenure submission binder, include the following sections:

I. Introduction
   • Resume/CV (detailed)
   • Cover Letter/Personal Statement
   • Letters of Recommendation

II. Teaching Ability
   • Summary of how the applicant has demonstrated the criteria for this section—brief introductory paragraph and bulleted list preferred (no more than 2 pg)
   • Teaching Philosophy
   • Evaluations (missing 1 will note/multiples problematic). First two years should be evaluated each term; subsequent years once annually.

III. Creative Achievement
   • Summary of how the applicant has demonstrated the criteria for this section—brief introductory paragraph and bulleted list preferred (no more than 2 pg)
   • Selected items for this category

IV. Academic Integrity
   • Summary of how the applicant has demonstrated the criteria for this section—brief introductory paragraph and bulleted list preferred (no more than 2 pg)
   • Selected items for this category

V. Professional Service
   • Summary of how the applicant has demonstrated the criteria for this section—brief introductory paragraph and bulleted list preferred (no more than 2 pg)
   • Selected items for this category

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VI. Appendix

Any additional supporting examples and material will appear in this appendix. This section should still remain concise. The appendix should have four sections matching the four criteria, and each section must have a detailed table of contents.

• Summary of how the applicant has demonstrated the criteria for this section—brief introductory paragraph and bulleted list preferred (no more than 2 pg)

• Teaching Ability
- Creative Achievement
  - Course development/creation
  - Update existing courses
  - Web course (strong)/adapt existing course (less strong)
  - For Fine Arts Faculty, “invited” exhibits
  - Creative/Innovative assignments—collect “evidence” that a new innovation is working and share it
  - Share your learning innovation with others
  - Creative Contributions (to advance the discipline)—program review, innovative pedagogy, projects with students, etc.
  - Publications/Presentations: present at colloquium, present at conference
  - 200 ESU pool
  - Learning outcomes
  - Alternate forms of assessment
  - Performing in musical or theatrical production

- Academic Integrity
  - Degree/coursework
  - Official coursework related to discipline
  - Contributions to the field/awards/honors
  - Professional affiliations
  - Certifications received/work toward certifications
  - Conferences attended
  - Attending seminars or local seminars in your discipline
  - Holding office in professional organizations
  - Editing journals
  - Serving on ODE/OBR committees
  - Participating in professional research

- Professional Service
  - College Service
  - Governance committees served on
  - College Committees served on
  - AAUP Service
  - Faculty Senate Service
  - Faculty Symposium / Colloquium
  - Counterparts contributions & involvement
  - 200 ESU Pool contributions
  - SAC training
o Volunteer contributions
o Access appreciation certificate
o Graduations
o Faculty Mentoring
o Part-time faculty observations
o Learning/instructing others in new/alternative technologies
o Arranging practical experiences (clinical, practicum, field experience, internship)
o Participating on/chairing college assessment committees
o Advising/mentoring potential and current students
o Coordinating honors program
o Assisting/leading in the orientation of new faculty
o Participating in recruitment or retention activities
o Serving on ODE/OBOR committees

a. Community Service
   i. Collaborative partnerships
   ii. Community education (judge on a panel)
   iii. Community involvement
   iv. Symposium
   v. Speaker’s Bureau
   vi. Certificates of appreciation from community
   vii. Representing the division in professional, business, educational functions
   viii. Beings involved in community outreach sponsored by CSCC
   ix. Coordinating charitable events on behalf of CSCC
   x. Using your professional expertise to benefit outside constituencies

GENERAL NOTES:
• All evidence must be post-tenure track appointment and earned during the tenure track period, and not loaded up near the end.
• It is difficult to add information on appeal; get it right the first time.
• Organization and visual quality / presentation of material is important.