

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

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

- Student comments (over time, not lumped near the end; solicitation concern creeps in)
- Notes
- Cards
- Emails
- Peer review
- Letters from Colleagues

- 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

- Volunteer contributions
 - Access appreciation certificate
 - Graduations
 - Faculty Mentoring
 - Part-time faculty observations
 - Learning/instructing others in new/alternative technologies
 - Arranging practical experiences (clinical, practicum, field experience, internship)
 - Participating on/chairing college assessment committees
 - Advising/mentoring potential and current students
 - Coordinating honors program
 - Assisting/leading in the orientation of new faculty
 - Participating in recruitment or retention activities
 - 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.