### Portfolio Check-Off Form

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| **DOCUMENTATION VERIFICATION** | **APPLICANT** | **DEPARTMENT CHAIR** | **COLLEGE TENURE/PROMOTION COMMITTEE** | **COLLEGE DEAN** | **UNIVERSITY TENURE/PROMOTION COMMITTEE** |
| Letter of eligibility notification (Section 1 of portfolio) |  |  |  |  |  |
| Faculty member’s CV (Section 2 of portfolio) |  |  |  |  |  |
| Statement of teaching philosophy (Section 4 of portfolio) |  |  |  |  |  |
| Annual Faculty Personal Reports and Evaluations for past five years or every year on contract if fewer than five years (Section 4 of portfolio) |  |  |  |  |  |
| Summaries of student evaluations for past five years or every year on contract if fewer than five years (Section 4 of portfolio) |  |  |  |  |  |
| Grade distributions for past five years or every year on contract if fewer than five years (Section 4 of portfolio) |  |  |  |  |  |
| Completed evaluation form and written recommendation from Department Chair (Section 1 of portfolio) |  |  |  |  |  |
| Department tenure and promotion guidelines (Section 1 of portfolio) |  |  |  |  |
| Completed evaluation form and written recommendation from College Tenure and Promotion Committee (Section 1 of portfolio) |  |  |  |  |
| Completed evaluation form and written recommendation from College Dean (Section 1 of portfolio) |  |  |  |
| College tenure and promotion guidelines (Section 1 of portfolio) |  |  |
| Completed evaluation form and written recommendation from University Tenure and Promotion Committee (Section 1 of portfolio) |  |  |