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MEMORANDUM

TO: College Deans

FROM: Gary Perry
              Provost and Vice President for Academic Affairs

DATE: May 2018

SUBJECT: Promotion and Tenure e-Portfolio Guidelines for Tenure Track Faculty for 2018-2019

Once again it is time to consider promotion and tenure of faculty members. This is one of the most important deliberations that a faculty undertakes. The decisions that are made have a very long-term impact on both the university and the individual. Thus careful preparation is needed for portfolios and letters of recommendation, as are diligent evaluative efforts on the part of all individuals involved in the decision process. To facilitate decisions at all levels, <u>the chairperson's/director's and dean's letters of recommendation should be in adequate detail</u> to insure a presentation of the relationship between the academic assignment and accomplishments. Evaluations should be conducted in accordance with appropriate criteria.

E-Portfolios for tenure, tenure and promotion, and promotion follow the same time lines and are reviewed by the appropriate committees during the same time frame. If a candidate is applying for both tenure and promotion, the applications may be considered at the same time but they require separate votes, one for tenure and one for promotion. If a candidate is applying for both tenure and promotion to Associate Professor, the review and vote on the promotion must precede the vote on tenure, since no candidate who does not meet the relevant criteria for promotion to Associate Professor is eligible for tenure.

Included in this document please find:

1. University Promotion and Tenure e-Portfolio Preparation
2. Promotion and Tenure Time Lines
3. Comprehensive Curriculum Vitae template
4. Certification of Promotion and Tenure e-Portfolio Documentation

If you have any questions on any of this material or need assistance, please contact Michele Hawkins at 561-297-3069 or by email mhawkins@fau.edu.

UNIVERSITY PROMOTION AND TENURE e-PORTFOLIO PREPARATION

May 2018

I. INTRODUCTION

The attached materials provide the outline and instructions for the preparation of promotion and tenure e-portfolios in Interfolio for 2018-2019. All participating parties are encouraged to review the *Criteria for the Appointment, Promotion and Tenure of Faculty and the Principles for Creating Criteria and Standards for Promotion and Tenure* for information on the process to be used and the responsibilities of all parties. Candidates should also review the promotion and or tenure documents of their own unit (i.e., college, department, school, Library, FAUS, and HBOI).

It should be noted that:

> Prior to the consideration of the employee's promotion (or tenure), the employee shall have the right to review the contents of the promotion (or tenure) file and may attach a brief response to any material therein. **It shall be the responsibility of the employee to see that the file is complete. Misrepresentation of the candidate's record in the e-portfolio, either by false information or omission of information, will result in disciplinary action, which might include termination.**

II. THE PROMOTION/TENURE e-PORTFOLIO

Once a case has been initiated in Interfolio, the candidate shall prepare their e-portfolio ("packet"), for submission for review.

Materials are to be organized in the order listed below, within the indexed sections of the e-portfolio. Do not include material other than that requested.

Any packets submitted to Academic Affairs that fail to meet the stated requirements will NOT be accepted for consideration.

III. SUPPLEMENTARY e-PORTFOLIO

As a supplement to the e-portfolio, the candidate shall prepare a section that includes examples of his or her accomplishments in scholarship, research and/or other creative activity. These materials are to be included in the Supplementary Materials section of the packet. Materials should include a copy of his or her most significant books, journal articles, etc. When appropriate, the section may include material that requires viewing or listening. If A/V equipment is necessary, please be sure to indicate this.

The inclusion of selective, positive comments from students does not necessarily enhance the e-portfolio. Written comments from SPOT forms do not enhance the e-portfolio and generally should only be included if helpful to improve the candidate's e-portfolio. If, however, a candidate wishes to include these, all comments from a particular class must be included and they should be added to the Supplementary Materials section only.

IV.   THE ORDERING OF MATERIALS IN THE PROMOTION/TENURE e-PORTFOLIO

Refer to following pages for explanation

1. Signed Nominee e-Portfolio Cover Sheet (Certification of completeness of e-portfolio on the date signed)
2. Signed Waiver of Right of Review Letter from External Reviewers
3. Status letter(s)
4. Up-to-Date Vita
5. Annual Assignments
6. Instruction (Table; SPOT summary reports; Peer evaluation of teaching materials and classroom instruction)
7. Scholarship, research and/or other creative activity
8. Assigned service and/or administrative activity
9. Self-evaluation
10. Letters of Evaluation from independent evaluators
11. Report of the Department/School
12. Chairperson's/Director's letter
13. Report of the College Promotion and Tenure Committee
14. Dean's letter
15. Department/Unit Criteria for Promotion and Tenure
16. Annual Employee Performance Evaluations
17. Third Year Review Reports
18. Optional:
    a. Tenure and/or Promotion Appraisals
    b. Replies to any Material in the e-Portfolio. **These responses may be placed in the e-portfolio in the section *Replies to Material in Portfolio (Optional).*** Be sure to name the file *Response to [Department] Report*, using the appropriate committee name.

EXPLANATION OF ABOVE LISTED ITEMS

1.   NOMINEE e-PORTFOLIO COVER SHEET

A signed Nominee e-Portfolio Cover Sheet that certifies the e-portfolio is complete as of the date signed.

2.   WAIVER OF RIGHT TO REVIEW LETTERS FROM EXTERNAL REVIEWER

3.   STATUS LETTER

The candidate's appointment letter must be included. If there are letters or memoranda that document promotion and tenure, years awarded toward tenure and promotion, and delay of the tenure clock, etc., these need to be included here.

4.   UP-TO-DATE VITA, with sequentially numbered pages.

See suggested *Comprehensive Dossier Curriculum Vitae* template attached to this memorandum.

5.   COPY OF ANNUAL ASSIGNMENTS:

These should be included for the period under consideration. For promotion to Professor, they should cover the period from promotion to Associate Professor or, if appointed as Associate Professor, years at FAU. For promotion to Associate Professor, they should cover the years as an Assistant Professor at FAU.

The Chairperson has the responsibility, if requested, to assist the faculty member in obtaining copies of Annual Assignments.

6.   INSTRUCTION

Classroom teaching, dissertation/thesis committees, senior projects, advising of student clubs; curriculum and course development; peer evaluation; professional development of teaching; other documentable contributions to the quality of instruction at the university or in the profession. Provide this information for the entire period under consideration for promotion to Associate Professor with tenure; applications for promotion to Professor should provide this information for the period since promotion to Associate Professor.

Provide the information in the following order. Include only the information as requested; if necessary, additional documentation can be provided in the supplementary e-portfolio. Mandatory categories are indicated with an asterisk*.

A. Teaching and/or Advising Awards. Explain the nature of the award and the selection process.

B. Quantitative data on teaching*. At a minimum, for the years under consideration, this section must include the summary item (before Fall 1999, item 17; Fall 1999, Spring 2005, item 8) from Student Perception of Teaching (SPOT). For faculty using the

Distance Education SPOT, item #18 was the appropriate summary item. During the 2005-2006 academic year, a new SPOT form came into use; items #20 and #21 became the summary items for SPOT at that time; items #16 and #17 became the summary items for the Distance Learning SPOT. For Distance Learning SPOT, average response rates and scores of SPOTs for other Distance Learning courses in the college should be included. Commencing with Spring 2014 forms will be delivered on-line; it may be important to view responses rates within this context. In addition, the summary items will be #20 and #21 for all forms. Commencing with Fall 2015, the summary item will be #6 (Rate your instructor's overall teaching effectiveness in this course.) for all forms.

Candidates who have recently been appointed to the FAU faculty should present the results of student evaluations conducted at their prior place of employment. If department/school or college instruments for student evaluation of instruction differ from those adopted by the university, they should be included if they are to be considered in the evaluation process. Be certain to explain the form, the results of other items that may be included in the table, discussed in addenda to the table, or presented in other tabular form.

Scores on evaluations should be compared to appropriate summary statistics. Department/school or college means may not be useful bases of comparison if courses vary widely in their sizes (e.g., seminars and mass lectures) and missions (e.g., advanced courses for major, courses in the lower-division core curriculum). If asked, chairs/directors and deans should provide any data that are reasonable and necessary for purposes of comparison.

SPOT summary sheets for each course taught during the period under consideration should also be included in this section.

SAMPLE TABLE CONCERNING TEACHING AND EVALUATION*

Semester	Title	Description	No. Enrolled	Required Elective	Credit Hours	Campus	Student Evaluation Results/# Responding (Scale is from a low of 5 to a high of 1)	Department Or College Mean	Other Means of Evaluation Including Peer if Available	Grad. Asst. Help
Fall 2017	Family Violence	SOW 4141	31	E	3	BOCA	Item 20: 2/26 Item 21: 2.0/26	1.9** 2.0	YES****	No
Fall 2017	Intro to Health Care Systems	HSA 6103	15	R	3	BOCA	Item 20: 1.5/15 Item 21: 2.0/15	2.2*** 2.0	NO	Yes

* Insert Additional columns as needed along with explanation of evaluation system.
** Department Mean for all Upper Level courses.
*** Department Mean for all Graduate courses.

SAMPLE TABLE CONCERNING CHAIRING OR BEING A MEMBER OF THESIS, DISSERTATION, SENIOR PROJECT, ETC., COMMITTEES

THESIS COMMITTEES		
SEMESTER/YEAR	ROLE/NUMBER/TYPE	NOTES
Fall 2017	Chaired 2 MFAs Served on 3 MFAs	One MFA graduated
Spring 2018	Chaired 2 MFAs Served on 2 MFAs	One MFA graduated One MFA graduated
DISSERTATION COMMITTEES		
Fall 2017	Served on 1 Ph.D. Chaired 1 Dissertation	Comparative Studies One Ph.D. student graduated

C. **Peer Evaluation***. This section must include a minimum of two recent peer evaluations, as appropriate to the discipline, department/school and college. Peer evaluations should be recent, conducted within two years of submission of the e-portfolio. Provide a brief explanation of the unit's procedure for peer review of teaching.

D. If necessary and appropriate according to the candidate's assignment and/or the relevant criteria for promotion and/or tenure, provide information on course or curricular development, professional development of teaching, and other instructional activity such as student clubs, etc. If this section is included, it should be limited to a two page (double-spaced) overview of such activities for the typical applicant for Associate Professor. Applicants for promotion to Professor may provide an overview of

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no more than five double-spaced pages. Additional documentation, if necessary, may be included in the supplementary e-portfolio.

E.   Advising

F.   Community Engaged Instruction. This section should include curricular activities that connect students and faculty with community-identified needs through mutually beneficial partnerships that deepen students' academic and civic learning.

G.   Undergraduate Research and Inquiry Instruction. This section should include curricular activities that actively engage undergraduates in the process of research and inquiry through projects/assignments centered on a question or unstructured problem for which no clear answer exists. Use the table below to summarize any instruction of instruction related activities involving Undergraduate Research and Inquiry (URI). A template of this table can be found on the Provost's website, here.

Semester & Year	Course Prefix/ #	Title	Number Enrolled	Required Course or Elective?	Credit Hours	Campus or Format	Student Evaluation Results/# Responding Indicate Scale	Department or College Mean	URI support or Designation (e.g. supported by a Curriculum Grant, RI designated, DIR, Honors thesis, research capstone course etc.

7.   SCHOLARSHIP, RESEARCH AND/OR OTHER CREATIVE ACTIVITY

This section is an annotated version of the parallel section of the candidate's vita, but needs to include information to supplement the vita. It should provide detailed information on each published or exhibited work including, if appropriate to the discipline, presentations at conferences and symposia. This information should permit a colleague outside of the candidate's field to evaluate the candidate's accomplishments in his or her discipline(s). **For all publications, including electronic media, the candidate should explain: the type of refereeing used (e.g., blind peer review; reviewed by an editorial board; solicited by the editor); the type of journal or press (e.g., "The official publication of the National Association of XXXX"). Candidates need to identify publications that are on-demand, supported by subventions, are Open Access, or are the product of work on a student's thesis or dissertation committee, the impact factor and acceptance rates of the Journal,**

citations for the article, and discipline-based indices are important means of external validation.

For creative activities, the candidate should provide information on the significance of the venue or exhibition in which the work appeared. If the department/school considers scholarly creative work for which some payment is received as part of the review, this should be explained here. Other forms of external review appropriate to the discipline may be important here; i.e., published reviews of books and reviews of performances and exhibitions. This information should be sufficiently detailed to permit an out-of-discipline colleague to evaluate the significance of the performance or other creative activity.

Community-engaged research (CER), the collaborative process between the researcher and a community partner with the goal of contributing to the discipline and strengthening the well-being of the community, is also included in this section.

Undergraduate Research and Inquiry: Supervising an inquiry or investigation conducted by an undergraduate that produces an original intellectual, technical, or creative contribution to the discipline or practice, or applied research, where the student uses discipline-appropriate data to address a research question/problem for which no clear answer exists may also meet the criteria. Research involving undergraduates and/or graduates should be identified, as well. Use the table below to summarize your activity in this area. A template of this table can be found on the Provost's website, here.

Semester & Year	Undergraduate Student Name	Z Number	Type of product resulting from mentorship (e.g., Awarded grant, Publication, Patent, Presentation, Performance, Competition, Exhibition, book chapter, student award etc.) NB: UG student must be author/ presenter or co-author etc.	Product citation. Please use an * next to the undergraduate student. (Include full citation, award detail etc.)

Complete information must be provided on all publications, including the authors as listed in the publication, page numbers and publication dates. If any work has multiple authors, the candidate should explain his or her role (e.g., co-author, senior author). This is particularly important in those disciplines in which it is necessary to establish one's self as an independent scholar or researcher prior to tenure and/or promotion. If multi-disciplinary/collaborative work is important to the unit, this needs to be addressed here. If there is any question about the candidate's role, documentation of it should be provided.

Include critical reviews of your work if they exist. (Candidates may attach a concise commentary to the review.)

Include letters of acceptance for any forthcoming work.

Documents substantiating the acceptance of a manuscript for publication, the publication of a manuscript, or the awarding of a grant or contract that were referenced in the original submission of the e-portfolio, may be added to the e-portfolio at any time PRIOR to the review of the e-portfolio by the University Promotion and Tenure Committee. Documents should be submitted up through the Chair/Director, College Promotion and Tenure representative, and Dean, to the Associate Provost of Academic Affairs. The document will be date-stamped and added to the front of the e-portfolio.

8. ASSIGNED SERVICE to institution, profession, community and public schools.

Include a table that provides an overview of these activities for each academic year under consideration; indicate which activities (if any) were supported by a reduced teaching assignment. Be sure to indicate your role in the activity (e.g., chair, member) and the approximate amount of time required by it (e.g., "three hours a week").

The application of one's professional expertise in collaboration with the community that addresses a community-identified need and supports the goals and mission of the university and the community may be considered as criteria for tenure and/or promotion.

Research and inquiry activities that involve the application of professional expertise to support undergraduate research efforts aligned with the institution's strategic plan may be considered service activities that meet the criteria for tenure and/or promotion.

If the table is not self-explanatory, the candidate may include a brief (typically, no more than five double-spaced pages) narrative with additional information about service activities. This narrative should explain each activity, if it is not clear from the table. If possible, this narrative section should refer to evidence of the quality of the candidate's work. This is particularly important if service was a significant part of the candidate's assignment. Additional documentation, if necessary, can be included in the supplementary e-portfolio.

SERVICE: 2017-2018

DEPARTMENT	ROLE	TIME COMMITMENT / RELEASE TIME	SEMESTER
Faculty Search Committee	Member	1 hour weekly	Spring
Master's Program	Coordinator	5 hours weekly	Fall and Spring
COLLEGE			

Faculty Assembly	Secretary	2 hours weekly; release time (one course)	Fall and Spring
UNIVERSITY			
Faculty Senate	Member	3 hours monthly	Fall and Spring
Commencement	Marshall	4 hours total	Spring
COMMUNITY			
Community Center Advisory Committee	Member	3 hours total	Fall
UNDERGRADUATE RESEARCH & INQUIRY			
OURI UG student	Mentor to Student A, Z12345678	3 hours weekly	Fall and Spring
OURI UG Symposium	Symposium judge	3 hours	Spring
PROFESSION			
Journal	Peer Reviewer	6 hours total	Spring
National Organization	Elected Representative	1 hour monthly	Fall and Spring

9.   A SELF-EVALUATION of no more than eight double-spaced pages. This self-evaluation should be explicit about the condition of the application and use the candidate's accomplishments to explain how he or she has met the appropriate criteria for promotion and/or tenure. It should be written in terms easily understood by out-of-discipline colleagues. Reference should be made to the following areas:

   A. Instruction
   B. Scholarship, research and/or other creative activity
   C. Service
   D. Academic pursuits and accomplishments relevant to but not included in the above categories

10.   LETTERS OF EVALUATION addressed to the Chairperson of the Department/Director of the School, who must provide copies to the faculty member, unless the faculty member has chosen to waive his/her right as indicated on the form in Interfolio.

   A. At a minimum, five letters solicited for this application from referees outside this university are required. The referees must be at the rank the candidate is aspiring to or higher. A list of potential referees should be compiled by the Chair/Director, the faculty who are eligible to vote on the case and the candidate. Five external referees should be selected by the Chair/Director from the list. The candidate should have the opportunity to review the list for any conflicts of interest. These should be letters from independent experts in the field who can evaluate the faculty member's work; **letters from mentors, mentees, co-authors, co-investigators, co-editors, dissertation advisors, personal**

friends and anyone closely associated with the candidate to raise the question of impartiality are not appropriate. A waiver form, a Sample External Reviewer Request letter, and an Individual Cover Sheet for External Letters Requested are all attached to this memorandum. A copy of the department chair's/director's letter requesting evaluations should be included in the e-portfolio, along with a list of all those who were solicited for letters.

B. If required, a maximum of two letters solicited for this application from colleagues within the university may be included. If internal letters are included, they should especially evaluate the quality of the candidate's service to the institution. The chair's letter should request **a brief vita or summary of each referee's credentials**; this should be appended to the letter from the evaluator, along with the candidate's brief explanation of why these persons are appropriate as evaluators of their work. A copy of the department chair's/director's letter requesting evaluations should be included in the e-portfolio, along with a list of all those who were solicited for letters and who identified them as potential referees (the chair, the faculty eligible to vote on the case or the candidate). Such letters should clearly identify the purpose for which the evaluation is being requested (e.g., "for promotion to Professor") and the nature of the evaluation requested ("review the service to the university"). It is often useful to include a copy of the relevant criteria or to describe the candidate's assignment (e.g., "while teaching three courses a term"). Candidates are encouraged to include a brief statement of why these colleagues are appropriate as evaluators of the work should be included. The most useful letters will be those from colleagues who have worked closely with the candidate on some committee or other institutional project. **Letters from junior colleagues in one's department/school are rarely appropriate**.

C. All letters solicited by the chairperson/director are to be included and only these letters should be included.

11.   REPORT OF THE DEPARTMENT/SCHOOL.

A memorandum reporting the numerical results of the poll of the faculty eligible to vote on tenure and promotion e-portfolios in the department/school shall be sent to the Chair/Director, with a copy to the faculty member. The written report shall preserve the anonymity of the voting members but shall also convey, as best as can be discerned, **the reasons for the vote**. Faculty members should only abstain from voting when there is a conflict of interest.

The candidate may attach a brief response within 5 days of the receipt of the added material. The e-portfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5 day period has expired, the candidate indicates there will be no response.

12. CHAIRPERSON'S/DIRECTOR'S LETTER, a copy of which is to be sent to the faculty member and is to include:

A. The Chairperson's/Director's recommendation (a clear statement of support or non-support) including, if appropriate, an explanation of any special conditions of the application.

B. **A detailed analysis and evaluation of the work of the faculty member**. The record is to be evaluated in keeping with the appropriate approved criteria and written so as to be easily understood by out-of-discipline colleagues, and is to include consideration of annual assignments and performance evaluations regarding:

    i. Teaching effectiveness
        a. consideration of effectiveness in imparting knowledge and skills in stimulating students' critical thinking and/or creative abilities;
        b. clear explanation of the nature and meaning of student evaluations and a comparison of the candidate's scores to all other members of the department;
        c. explanation, description, and meaning of other tools used for evaluating teaching effectiveness.

    ii. Scholarship, research and other creative activity
        a. published books, articles and papers; musical compositions; paintings, sculpture; works of performing art; papers presented at meetings of professional societies; and research and creative activity that has not yet resulted in publication, display or performance.
        b. An explanation and other appropriate information on the quality and/or ranking of publication and creative activity outlets.

    iii. Service that is related to and furthers the mission of the university (if appropriate, please include a statement as to how the department/school views service for junior faculty).

    iv. Other assigned university duties and responsibilities.

    Please be careful to not use names of external reviewers if candidate has waived right to review.

    The candidate may attach a brief response within 5 days of receipt of the added material. The e-portfolio cannot move forward for 5 days after the candidate

has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

13. REPORT OF THE COLLEGE PROMOTION AND TENURE COMMITTEE

A memorandum reporting the numerical results of the poll of the College Promotion and Tenure Committee, a copy of which is to be sent to the faculty member. The written report shall preserve the anonymity of the committee members but shall also convey, as best as it can be discerned, the reasons for the vote. Faculty members should only abstain from voting when there is a conflict of interest.

Please be careful to not use names of external reviewers if candidate has waived right to review.

The candidate may attach a brief response within 5 days of receipt of the added material. The e-portfolio cannot move forward for 5 days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

14. DEAN'S LETTER OF EVALUATION.

The record is to be evaluated in keeping with the approved criteria. The letter, a copy of which is to be sent to the faculty member, is to include:

A. The Dean's recommendation (a clear statement of support or non-support) including, if appropriate, an explanation of any special conditions of the application.
B. A detailed discussion of supporting evidence for the recommendation based on, but not limited to:
   1. Teaching effectiveness
   2. Scholarship, research and other creative activity
   3. Service that is related to and furthers the mission of the university (if appropriate, please include a statement as to how the college views service for junior faculty)
   4. Other assigned university duties and responsibilities

Please be careful to not use names of external reviewers if candidate has waived right to review.

The candidate may attach a brief response within 5 days of receipt of the added material. The e-portfolio cannot move forward for 5 days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

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15. A copy of the DEPARTMENT AND/OR UNIT PROMOTION AND/OR TENURE CRITERIA **as approved by the University Provost or designee**. The chairperson/director has the responsibility, if requested, for providing the faculty member a copy of the current Promotion and Tenure Criteria. A journal rankings list adopted by a department/school is not part of approved criteria.

16. ANNUAL EMPLOYEE PERFORMANCE EVALUATIONS for the period under consideration. The chairperson/director has the responsibility, if requested, to assist the faculty member obtain copies of Annual Evaluations.

17. THIRD YEAR REVIEW REPORT FOR TENURE   A copy of the third year report and any corrective action plans or other feedback is to be submitted in this section.   Chair/Director must assist in providing a copy of the written assessment and plan of action provided to the candidate at the time of the Third Year Review.

18. OPTIONAL:

   A. Tenure and/or Promotion Appraisals. If requested, Chair/Director must assist in providing copies of these materials.
   B. Replies to any material in the e-portfolio. **These responses may be placed in the e-portfolio in the section *Replies to Material in Portfolio (Optional).*** Be sure to name the file *Response to [Department] Report*, using the appropriate committee name.

FLORIDA ATLANTIC UNIVERSITY

PROMOTION AND TENURE TIME LINES

2018-2019

December 7, 2018	Portfolios to the Office of the Provost for review by the University Promotion and Tenure Committee
March 2019	University Promotion and Tenure Committee recommendations to the Provost
April 2019	Provost Recommendations to the President
May 2019	President certifies to the FAU BOT that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.

PLEASE STRUCTURE COLLEGE TIME LINES TO INSURE COMPLIANCE WITH THE DECEMBER SUBMISSION TO THE OFFICE OF THE PROVOST. **THE NAME OF THE CHAIRPERSON OF EACH COLLEGE PROMOTION AND TENURE COMMITTEE IS TO BE PROVIDED TO ARCADIA BETANCOURT (EMAIL ABETANCOURT@FAU.EDU) IMMEDIATELY UPON FORMATION OF THE COMMITTEE**.

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COMPREHENSIVE CURRICULUM VITAE PROMOTION AND TENURE e-PORTFOLIOS

Together with your department/college, you are responsible for the accuracy and clarity of your CV. It should observe the guidelines below for content and formatting. Please ensure that a representative of your department/college reviews your CV before it is circulated.

Name
Institutional Affiliation
Contact Information

Education/Employment History

Provide a brief chronological account (most recent to least recent) of your higher education history and all post baccalaureate employment relevant to your academic discipline.

Scholarship/Research/Creative Activity

For all refereed and non-refereed publications in print, or under review, please provide full citations (do not abbreviate journal titles), including beginning and ending page numbers. In case of works in press or under review, include number of manuscript pages.

Publications in Print - Publications should be listed in separate categories by date of publication (most recent to least recent) within the following categories:

- Refereed Journal Articles
- Books
- Book chapters
- Textbooks
- Other (book reviews, encyclopedia articles)

    For all publications in print please provide full citations (do not abbreviate journal titles), including beginning and ending page numbers

    For all co-authored works: provide full names of all authors, in the exact order as they appear in the printed copy. Indicate any undergraduate students who are listed as primary or co-authors in your publications. Also, the extent of the candidate's contribution to the work must be clearly explained in the scholarship section of the candidate's e-portfolio; supporting documentation from co-authors may be supplied as needed.

Works in Press ("in press" means written, reviewed, accepted, and waiting for publication. Please include full citations, anticipated date of publication, and number of manuscript pages.)

Works currently under review (i.e., not yet accepted for publication) should be included if the work is complete and has been submitted for review; please include number of manuscript pages and the Journal to which it has been submitted.

Work currently under development but not yet submitted should **not** be included.
If a work under review is accepted for publication before your e-portfolio has been forwarded by the department (or equivalent unit) to the next level for review, you should notify the department (or equivalent unit) committee chairperson. The department (or equivalent unit) may then consider the work "in press" and update the e-portfolio accordingly. The work should be placed in the e-portfolio by the department representative while the e-portfolio is under departmental review; by the department's college representative to the college committee while the e-portfolio is under review by that committee; and by the college representative to the university committee once the e-portfolio has been forwarded to the Office of the Provost, but before the University Promotion and Tenure Committee has acted on it.

Where co-authoring is extensive and **not** typical in the field, a major collaborator (lead or corresponding author) from your research team should indicate in a letter the contributions made by the candidate to the work (one letter may address multiple publications by the team, if applicable). Where co-authoring is common in your field, it would be helpful to indicate that in your statement on scholarship. Be sure to indicate publications co-authored with graduate and undergraduate students. Edited volumes should be clearly identified.

Refereed Presentations and Proceedings should be listed separately by date within the following categories:

- International
- National
- Regional/local

Indicate whether a conference paper eventually resulted in publication. Indicate any undergraduate students who are listed as primary or co-presenter within each category (International, National, and Regional/Local).

Non-Refereed Publications, Presentations and Proceedings

Achievements should be listed by date within the following categories:

- Publications
    - Articles, books, book chapters, other
- Presentations
- Performances
- Exhibitions
- Projects
- Other

Include full citations/descriptions and clearly identify the status of works in progress. Indicate any undergraduate students who are listed as primary or co- authors, presenters, performers, exhibitors etc. within the categories.

Presentations and proceedings should be listed separately by date within the following categories:

- International
- National
- Regional/local

Indicate whether a conference paper eventually resulted in publication.

Internally published technical reports, workbooks, etc. should be separate from publications.

Creative Activities and Achievements should be listed by date within the following categories:

- Publications
- Presentations
- Performances
- Exhibitions
- Projects
- Other

If creative works do not fit in the above categories, please clearly group creative achievements under categories that best characterize your work and are broadly accepted in your discipline and academic community.

Include full citations/descriptions and clearly identify the status of works in progress.

Grants

Please list internal and external grants separately from most recent to least recent. It is recommended that you also list proposals that were not funded. If you list unsuccessful applications, those should be clearly differentiated from successful ones. Pending proposals should be listed with the amount requested and the notification date. For each successful grant, you should identify your status – PI, co-PI, other, as well as the roles of other participants on the grant. You also should indicate the percentage of your time that is supported by the grant. If a grant supports programmatic or group work, you should clarify your precise role in the work. You should indicate the amount received (total direct costs and annual budget) and the coverage period of successful grants, as well as the funding agency and the title of the proposal.

External

- Funded
- Pending
- Not-funded (recommended but optional)

<u>Internal</u>
- Funded
- Pending
- Not-funded (recommended but optional)

Courses Taught at FAU

List all courses taught. Identify any new courses you have developed.

Supervision of Graduate Students - Identify all masters and doctoral candidates supervised, completion dates, and thesis/dissertation titles.

Supervision of Undergraduate Students - Identify all undergraduate students supervised as part of their honors thesis and directed independent research. Include completion dates and thesis or research project titles, indicate any undergraduate students who are listed as primary or co-authors, presenters, performers, exhibitors etc. within the categories.

Advising Activities – Identify all undergraduate and graduate advising activities.

Service and Professional Development

List all significant service assignments and activities, as well as professional development activities, in separate categories by date.

Service to the Institution:
- Department/School service
- College service
- University service.

Service to the Discipline/Profession
Service to the Community/Public
Professional Development

Honors and Awards

Identify the honor or award, year awarded, and the supporting organization.

CERTIFICATION OF PROMOTION AND TENURE e-PORTFOLIO DOCUMENTATION

Signed *Certification of Completeness of Promotion and Tenure e-Portfolio Form* (last page)

1. Status Letter
2. Appointment letter. Other letters/memoranda documenting promotion and tenure, years toward tenure; delay of tenure clock; etc.
3. Up-to-Date Vita
4. Annual Assignments
5. University/College Forms
6. Instruction
   a. Materials documenting instruction. Must include Tables for Teaching and Evaluation (see sample in Guidelines for e-Portfolio Preparation) and Table for Thesis/Dissertation Committees (see sample in Guidelines), if applicable, and SPOT summary sheets. Must include documentation of peer evaluation of instruction.
7. Scholarship, research and/or creative activity
   a. Materials documenting accomplishments in this area. Must include critical reviews of work and letters of acceptance for any forthcoming work, if applicable.
8. Assigned service
   a. Materials documenting service. Must include Table indicating the activity, your role, amount of time required and indication of release time, if applicable.
9. Self-Evaluation
10. Letters of Evaluation
    a. At a minimum, five current letters from referees outside the university. Must include a copy of the Chairperson's/Director's letters requesting the external review and a brief vita or summary of the referee's credentials.
    b. If required, a maximum of two current letters from colleagues within the university. Must include a copy of the Chairperson's/Director's letters requesting the review and a brief vita or summary of the colleague's credentials.
11. Report of the Department/School
12. Chairperson's/Director's Letter
13. Report of the College Promotion and Tenure Committee
14. Dean's Letter
15. Department/Unit Criteria for Promotion and Tenure
16. Annual Employee Performance Evaluations
17. Third Year Review Report
18. Optional:
    a. Tenure and/or Promotion Appraisals
    b. Replies to any Material in the e-Portfolio

<u>Certification of Completeness of Promotion and Tenure e-Portfolio Form</u>

I have reviewed this promotion and tenure e-portfolio on _____ (Date)
and certify that all of the above materials that are required and applicable are included.

Please Sign Below:

_____   _____
Signature of Candidate   Date

_____   _____
Signature of the College P&T   Date
Representative

_____   _____
Signature of the Departmental P&T   Date
Representative *(if applicable*)