

UNIVERSITY FACULTY PERSONNEL COMMITTEE - WINTHROP UNIVERSITY
Promotion/Tenure Portfolio Preparation

In the preparation of the portfolio for promotion or for tenure, the following guidelines would benefit the process and the consideration of the credentials of the candidate. In the event that simultaneous applications for promotion and tenure are submitted, a single supporting portfolio for both processes will be used. For each process, the letter of application from the faculty member, recommendations from the Chair and the Dean, and all reports must be submitted separately, as each review process will occur independently.

Content specifications:

1. Any and all materials deemed by the candidate to be appropriate to and supportive of the candidate's request for tenure or promotion.
2. A cover sheet containing the following information:
 - date employed at Winthrop
 - rank at original appointment
 - date(s) promoted and years in each rank
 - prior service credit granted at employment.
3. An application letter which includes an analysis/statement by the candidate explaining how he/she meets the qualifications for the granting of tenure or for the requested promotion.
4. A current vita.
5. Annual evaluations including Chair and Dean comments. For the tenure portfolio, it is required to have the annual evaluations and comments for all the years since entering the tenure track. For the promotion portfolio, it is required to have annual evaluations and comments beginning with the year of appointment or the last promotion (whichever applies). If it has been longer than five years since the appointment/last promotion, at least the most recent five years are required.
6. Student Evaluations. For the tenure portfolio, it is required to have complete student evaluations for all the years since entering the tenure track. For the promotion portfolio, it is required to have them for at least the five years prior to the candidate's being considered for promotion. The evaluation instrument aids in the analysis of this information and must be included.
7. A statement of scholarship as defined by the college. This should be accompanied by the additional departmental explanation (where applicable).
8. Support of the candidate's scholarship should be included. This may include copies of articles, other publications, video tapes, etc.

Organization:

1. All letters, statements, annual reports, vita, etc. should be collected in hard-cover notebooks with the faculty name on the front and on the side.
2. A table of contents with appropriate indexing tabs should be employed.
3. A listing of any materials that are part of the portfolio but which are not in the notebook(s) should be included, preferably on the table of contents page. (This will ensure that no materials get separated from the candidate's portfolio.)
4. Annual evaluations and other materials should be arranged in chronological order, with the most recent materials presented last. The semester/year should be clearly indicated on teaching evaluations.
5. It is the responsibility of the candidate to have the portfolio well organized so it can effectively be reviewed at each stage of the evaluation process.

The Dean's Office will place original documents of the following in a separate folder which will accompany the portfolio. The folder should be labeled "Recommendations and Reports" with the faculty member's name.

1. Letter of recommendation from the Department Chair
2. Letter of recommendation from the Dean
3. Reports from the department (if applicable), college personnel committees. Each report should state clearly the committee's decision.

Candidates might deviate from these guidelines when they feel it strengthens their request. They must, however, justify such deviations.