

APPENDIX B: Portfolio Check-Off Form

DOCUMENTATION VERIFICATION	APPLICANT	DEPARTMENT CHAIR	COLLEGE TENURE AND PROMOTION COMMITTEE	COLLEGE DEAN	UNIVERSITY TENURE AND 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)	N/A				
Department tenure and promotion guidelines (Section 1 of portfolio)	N/A				
Completed evaluation form and written recommendation from College Tenure and Promotion Committee (Section 1 of portfolio)	N/A	N/A			
Completed evaluation form and written recommendation from College Dean (Section 1 of portfolio)	N/A	N/A	N/A		
College tenure and promotion guidelines (Section 1 of portfolio)	N/A	N/A	N/A		
Completed evaluation form and written recommendation from University Tenure and Promotion Committee (Section 1 of portfolio)	N/A	N/A	N/A	N/A	