

**Promotion Portfolio for Lecturers**

The following materials should be included in a faculty member’s Portfolio for Promotion to be submitted to the Office of the Provost for review. Materials should be placed in an electronic and hard copy “tabbed” binder in chronological order with the most recent year on top. In cases where multiple items are behind a tab, like items should be grouped together and arranged in chronological order with the most recent on top.

1. **Signed Procedural Form**(s)
   1. Cover page
   2. Completed procedural form(s) signed by the appropriate person(s)

***Documentation of Recommendations:***

1. [Tab 1] – **Dean’s Evaluation**
   1. Letter of Recommendation from the dean to the provost
   2. Letter from the dean to the candidate
   3. Letter of Recommendation from the School/College Faculty Development Committee to the dean
   4. Candidate’s or concerned individual’s response to the recommendation of the dean (optional)
2. [Tab 2] – **Unit Faculty Development Committee Evaluation**
   1. Letter from School Faculty Development Committee to the dean
3. [Tab 3] – **Faculty Member Response**
   1. Faculty member’s response to the letters of department committee or department chair (optional)
4. [Tab 4] – **Department Chair Evaluation**
   1. Letter from department chair to Unit Faculty Development Committee
   2. Letter from Department Faculty Development Committee to department chair
5. [Tab 5] – **Department** **Faculty Development** **Committee Evaluation**
   1. Letter should clearly state the reason for the recommendation (signed by all members of the Department Faculty Development Committee Committee) submitted to the Unit Faculty Development Committee
6. [Tab 6] – **Curriculum Vitae**
   1. Full, updated curriculum vitae (current as of August 16th of year applying)
   2. Faculty member’s Professional Strategic Plan (PSP)
   3. Promotion Application (Performance Review and App for lecturers)
7. [Tab 7] – **Letters to New Faculty** (if applicable)
   1. Letters of hire for new faculty
8. [Tab 8] – **Examples of** **Measures of Teaching Effectiveness**
   1. ***Student Evaluation of Teaching Reflection*** for at least the past five years (in order from most current to oldest) signed by the faculty member and department chair. Reports on summer teaching may be included at the option of the candidate.
   2. ***Peer Review*** of teaching based on data and material other than the standardized teaching evaluations.
   3. ***Student Evaluations*** – Summary of Student Evaluation of Teaching
   4. ***Candidate’s Narrative Description of Teaching***
      * The narrative should be concise, generally in the range of 500-750 words. The purpose of the narrative is for the faculty member to describe the context for the specific teaching-related materials included in the Portfolio. It may describe the faculty member’s philosophy of teaching and general approaches and methodologies to teaching. It may include a self-evaluation of strengths and weaknesses, or describe recent changes, enhancements or innovations, use of instructional technology, development of pedagogical materials, participation in teaching-related faculty development programs, or evidence of encouraging student creativity and independent thinking. The narrative may also be used to explain or highlight any aspects of the teaching record that fits with the major goals of the University, School or department or that may be of particular interest to reviewers. The narrative should also reflect on the impact of their teaching on UD’s stakeholders, and more broadly, on our community and on our world.
9. [Tab 9] – **Examples of** **Service**
   1. ***Annual Reports on Service***
      * Reports should be signed by faculty member and the department chair. Candidates for promotion should provide the reports for at least the previous five years. (order from current to oldest)
   2. ***Narrative of Service***
      * Succinct narrative of 500-750 words to describe for reviewers the significance of the service activity, the amount of effort put forth for specific activities or the relationship of the service to the faculty member’s teaching. The narrative should also reflect on the impact of their service on UD’s stakeholders, and more broadly, on our community and on our world.
10. [Tab 10] – **Examples of Scholarship or Professional Practice (optional)**
    1. ***Annual Reports on Scholarship or Professional Practice***
       * Reports should be signed by faculty member and the department chair. Candidates for promotion should provide the reports for at least the previous five years. (order from current to oldest)
    2. ***Narrative of Scholarship or Professional Practice***
       * Succinct narrative of 500-750 words to describe for reviewers the significance of the scholarship or professional practice activity written for persons who are outside the candidate’s particular area. The narrative should reflect on the impact of their scholarship or professional practice on UD’s stakeholders, and more broadly, on our community and on our world.