

**Promotion and Tenure Portfolio for Tenure Track Faculty**

The following materials should be included in a faculty member’s Portfolio for Promotion and Tenure 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 P&T Committee Evaluation**
   1. Letter from Unit Faculty Development Committee to the dean
3. [Tab 3] – **Faculty Member Response**
   1. Faculty member’s response to the letters of the department committee or the department chair (optional)
4. [Tab 4] – **Department Chair Evaluation**
   1. Letter from the department chair to Unit Faculty Development Committee
   2. Letter from Department Faculty Development Committee to the department chair
   3. “Other Letters” (i.e., old letter from the department chair to the dean from previous Sabbatical Period)
5. [Tab 5] – **Department** **P & T** **Committee Evaluation**
   1. Letter that should clearly state the reason for the recommendation (signed by all members of the Department Faculty Development 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 and Tenure Application (Performance Review and App for Tenure Track Faculty)
7. [Tab 7] – **Letters to New Faculty** (if applicable)
   1. Letters of hire for new faculty eligible for tenure and promotion to associate professor
8. [Tab 8] – **Examples of** **Measures of Teaching Effectiveness**
   1. ***Student Evaluation of Teaching Reflection*** for all years at the University of Dayton (in order from most current to oldest) signed by the faculty member and department chair; candidates for promotion to professor would provide the reports for at least the previous five years. 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 Evaluations 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** **Research, Scholarship and Service**
   1. ***Annual Reports on Research, Professional Activities and Service*** - Reports should be signed by faculty member and the department chair. Candidates for promotion to associate professor must submit reports for all years at the University of Dayton. Candidates for promotion to professor should provide the reports for at least the previous five years. (order from current to oldest)
   2. ***External Evaluations of Scholarship*** - For candidates for promotion to professor. The department chair will prepare a summary statement, limited to two pages, identifying the professional or academic stature of the individuals conducting the external evaluations and how and why they were selected as evaluators.
   3. ***Narrative of Scholarship and Research***
      * Succinct narrative of 500-750 words to describe for the reviewers the significance of the scholarship and research for persons who are outside the candidate’s particular area. The narrative should reflect on the impact of their scholarship and research on UD’s stakeholders, and more broadly, on our community and on our world.
   4. ***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 and research. 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.