

Texas A&M University-Kingsville  
CHECK-LIST FOR PROMOTION/TENURE PORTFOLIO

This is a listing of the required elements of a promotion/tenure portfolio, not an exhaustive listing of elements that might be included.

- Faculty Information – *Faculty Name, Current Rank, Department, and Type of Submission for Review.* (Faculty Information page)
- Complete vitae – *in chronological order beginning with most recent – see format on last page of this document* (Curriculum Vitae (CV) page)
- Copy of appointment letter – *indicating academic rank and tenure status* (Appointment Letter page)
- Annual Continuation Letters, Narratives, and Summaries – *in chronological order beginning with most recent; include all documents since last promotion; dates must be clearly indicated.* (Annual Continuation Letters, Narratives, and Summaries Forms page)
- Annual Report – *all annual reports since last promotion, organized by sections beginning with the most recent report, with each evaluation year clearly noted. A one-page summary written by the candidate should introduce each section.*
  - Annual Reports: Teaching Performance Page
    - One page summary of teaching accomplishments (Teaching Performance Summary section)
    - “Teaching Performance” section of each Annual Report (year noted for each)
  - Annual Reports: Research and Scholarly Activities Page (*Please refer to Appendix II in the Faculty Handbook regarding the definition*)
    - One page summary of research, scholarly or creative activities (Research and Scholarly Activities Summary section)
    - “Research and Scholarly Activities” section of each Annual Report (year noted for each)
  - Annual Reports: Professional Growth Activities Page
    - One page summary of professional growth activities (Professional Growth Activities Summary section)
    - “Professional Growth” section for each Annual Report (year noted for each)
  - Annual Reports: Service Page (*non-teaching activities supportive of university programs*)

- One page summary of service to university, college, department and the community at large (Service Summary section)
- “Non-teaching Activities Supportive of University Programs” section of each Annual Report (year noted for each)
- Appendix: Teaching Performance Page
  - A semester-by-semester listing of courses taught with numbers of students in each section (List Courses Taught section)
  - Examples of course syllabi (Course Syllabi section)
  - Numerical scores on student evaluations; *include computer print-out for each course evaluated, not just summary scores* (Student Rating of Instruction (SRI) section)
  - Documentation of honors/awards for teaching excellence *if listed in vitae* (Honors/Awards for Teaching)

Selected examples of additional information and/or evidence that may be included in the portfolio (Additional Information section):

- Participation in workshops and seminars resulting in an action plan for improving teaching skills
  - Examples of unsolicited letters from students and others in support of teaching effectiveness
  - Examples of other work related to teaching
  - Documentation of success of students, as related to teaching effectiveness
  - Typed comments from student evaluations
- Appendix: Research and Scholarly Activities Page (*Please refer to Appendix II in the Faculty Handbook regarding the definition*)
  - Refereed journal articles or, *if appropriate*, other juried activities/proceedings, such as exhibits, performances or competitions *if listed in vitae* (Refereed Publications/Refereed Juried Activities/Proceedings section)
  - Nonrefereed articles or, *if appropriate*, other juried activities/proceedings, such as exhibits, performance or competitions *if listed in vitae* (Nonrefereed Publications/Nonrefereed Juried Activities/Proceedings section)
  - Letters from editors indicating acceptance of manuscripts for publications, etc. *if listed in vitae* (Letters of Acceptance of Manuscripts for Publication section)
  - Documentation of honors and/or awards for scholarly or creative activities *if listed in vitae* (Honors/Awards for Scholarly or Creative Activities section)

- Documentation of graduate and undergraduate research. *List research activity and names of participating students* (Research Activities with Graduate and Undergraduate Students section)
- Documentation of funded grants and proposals submitted but not funded. Include names of principal investigator(s), co-principal investigator(s) if applicable, project title, funding source, funding amount, and funding period *if listed in vitae*. (Grant Activity section)

Selected examples of additional information and/or evidence that may be included in the portfolio (Additional Information section):

- Refereed abstracts
- Nonrefereed abstracts
- Other publications, such as books, chapters, monographs, etc.
- Refereed presentations to learned societies, grouped by international, national, state, regional, local
- Unsolicited letters related to research, creative or scholarly activities
- Technical assistance
- Policy analysis
- Program evaluation
- Development of outcomes assessment tools
- Participation in curricular innovation
- Conducting interdisciplinary seminars

Appendix: Professional Growth and Activities Page

- Documentation related to election to office or appointment to committees in learned societies *if listed in vitae* (Membership in Professional Organizations section)
- Documentation of honors and/or awards related to professional service *if listed in vitae* (Honors/Awards Related to Professional Service section)
- Documentation of service to professional service *if listed in vitae* (Service to Professional Organizations section)
- Documentation of attendance/participation at professional meetings *if listed in vitae* (Attendance/Participation at Professional Meetings section)
- Documentation of continuing professional development activities *if listed in vitae* (Continuing Professional Development Activities section)

Selected examples of additional information and/or evidence that may be included in the portfolio (Additional Information Section):

- Unsolicited letters related to professional growth and/or activities
- Copies of programs of meetings where name appears; *cover page and page where name appears are adequate*
- Published articles about the candidate's professional contributions

- Appendix: Service (*non-teaching activities supportive of university programs*)
  - List of committees and years served, with amount of time spent on committee responsibilities; identify candidate's actual responsibilities on each committee *if listed on vitae* (Documentation of Committee Appointments section)
  - Documentation of honors and/or awards for service *if listed in vitae* (Honors/Awards Related to Service section)

Selected examples of additional information and/or evidence that may be included in the portfolio (Additional Information section):

- Committee appointment letters
  - Unsolicited letters related to non-teaching activities supportive of university programs
- Letters of Recommendation Page

## FORMAT FOR CURRICULUM VITAE

1. Education (degrees, years granted, granting institutions)
2. Employment history (if tenured, indicate year and institution)
3. List of courses taught
4. Bibliography of publications
  - a. Include all authors in order of authorship; include page numbers in each citation; divide into the following sections.
    - i. Refereed journal articles
    - ii. Nonrefereed journal articles
    - iii. Refereed abstracts
    - iv. Nonrefereed abstracts
    - v. Refereed proceedings
    - vi. Nonrefereed proceedings
    - vii. Books, chapters, monographs, etc.
5. List of presentations to learned societies, grouped by international, national, state, regional, local.
  - a. Include all presenters in order of authorship; divide into refereed and nonrefereed presentations.
6. Research and Scholarly Activities
  - a. Funded grants; include role/title and other project staff by title, funding source, title and dates of project, and amount of funding
  - b. Proposals submitted but not funded; include role/title and other project staff by title, project title, funding source to which grant was submitted and amount requested
  - c. Other juried activities, such as exhibits, performances, or competitions
7. Professional Growth and Activities
  - a. Membership in professional societies
  - b. Leadership roles on committees in professional organizations (chair or other office)
  - c. Brief description of candidate's responsibilities on the committee(s)
  - d. Service activities outside the university (community service organizations, presentations, etc.)
8. Honors and Awards
9. Other Professional Activities not covered above