

**Please provide the following documentation and headings as listed. Do not delete a heading or section. If the section does not apply, please note “Does Not Apply” or N/A.**

**A. Cover Page**

**B. Table of Contents:** All pages in the Portfolio must be numbered.

**C. Appointment Letter and Position Description/Special Agreements**

1. Include a copy of the letter of appointment and copies of all of the job descriptions with dates. The current job description should specify all stated work expectations (including percent of time expectations) and the teaching, research, and service responsibilities agreed upon by the candidate, the department chair/unit head, and dean/director, if appropriate.
2. This section should also include, if appropriate, a copy of (1) any agreement for prior service for the candidate on a tenure-track appointment, (2) time extension agreement, or (3) previous consideration.

**D. Academic Background**

1. List degrees, in chronological order, with conferring institutions, areas of concentration, and dates. List doctoral adviser(s).
2. List post-doctoral or other educational experiences with institutions, areas, mentors, and dates.
3. List licenses or certifications with issuing states or organizations and effective dates.

**E. Academic Experience/Employment History**

List **all** positions (with titles) in academia, government, or industry, in chronological order, institutions, ranks, and dates.

**F. Statement of Context and Accomplishment**

The candidate is requested to provide a succinct statement (maximum of three pages) describing the candidate’s philosophy, accomplishments, and other comments about major achievements in the areas of teaching, research, and service to provide a context for his/her academic record. For example, one might describe how these activities have contributed to the candidate’s professional growth, productivity, and development; how the activities relate to the candidate’s discipline; and how the activities relate to the mission of NDSU.

**G. Teaching**

1. CRITERION (ADAPTED FROM POLICY 352):  
IN TEACHING THE FOLLOWING CRITERIA APPLY TO EVALUATION OF CONTRIBUTIONS BY A CANDIDATE FOR PROMOTION, TENURE, AND POST-TENURE REVIEW:
  - I. THE EFFECTIVE DELIVERY OF INSTRUCTION TO AND THE STIMULATION OF LEARNING BY STUDENTS AND/OR CLIENTS;
  - II. THE CONTINUOUS IMPROVEMENT OF COURSES OR INSTRUCTIONAL PROGRAMS;

AND,

III. THE EFFECTIVE ADVISING AND MENTORING OF UNDERGRADUATE AND/OR GRADUATE STUDENTS.

2. SUPPORTING INFORMATION AND EVIDENCE:

➤ Courses taught and student ratings

*Evidence:* A list, in reverse chronological order, of all courses taught at NDSU, beginning with the class most recently taught, course numbers, term/semester, year, and number of students enrolled at the census date for that term, (usually the third week enrollment), and student rating of the course and instructor. Use format as shown. Written comments by students are not required; however, if the candidate chooses to include them, all comments must be included.

Term	Prefix	Course Number	Title	Credits	Enrollment	% Responsibility	Course Rating	Instructor Rating

Instructor and Course ratings may be obtained from university Student Rating of Instruction questions 2 and 4, respectively.

➤ Quality of teaching (administration and peer evaluation)

*Evidence:* Required statement by department chair or appropriate unit head, peers, or department/unit PTE Committee which evaluates a) course content and design, b) teaching methods, c) individual contributions to the improvement of instructional programs, and d) impact on student learning.

➤ Curriculum development

*Evidence:* A list of contributions in curriculum development including a) employment of innovative ideas, b) incorporating new techniques in classroom presentations, and c) development and improvement of instructional materials. Also, list educational committees and activities at departmental, college, and university level primarily involved with teaching/education/curriculum/program development.

➤ Advising

*Evidence:* If advising is a part of one's responsibility, provide information such as, but not limited to, a description of academic and co-curricular advising responsibilities, both formal academic advising (give number of student advisees, how often they typically meet with the adviser), and co-curricular advising, e.g., faculty adviser for student professional organizations. In addition, further evidence might include evaluation by advisees of the quality of graduate and undergraduate advising.

➤ Graduate students

*Evidence:* A description of work with graduate students including a) as

major professor, a list of student names, degree, date of graduation, and thesis/paper/dissertation titles; b) as examining committee member, a list of names, degrees, departments, and dates; and c) postdoctoral and other trainees, list names and dates.

➤ Outreach activities

*Evidence:* A chronological list of credit and noncredit courses, and seminars presented off campus in which the faculty member had a major responsibility. Indicate the faculty member's role. In addition, professional consultation (business, community, educational) may be listed if the activities are different from those listed in public service.

➤ Personal/professional development to improve teaching effectiveness

*Evidence:* A list by name, place, and date of participation in activities to improve teaching ability, such as faculty development activities, seminars, workshops, teaching grant activities, and pedagogical activities at professional meetings.

➤ Awards and honors

Describe. **(Be sure any awards are listed. In this section as well as in Section J.)**

## H. Research

1. CRITERION (ADAPTED FROM POLICY 352):

IN RESEARCH, AND CREATIVE ACTIVITIES, THE FOLLOWING CRITERIA APPLY TO EVALUATION OF CONTRIBUTIONS BY A CANDIDATE FOR PROMOTION/TENURE, AND POST-TENURE REVIEW:

- I. CONTRIBUTIONS TO KNOWLEDGE, EITHER BY DISCOVERY OR APPLICATION, RESULTING FROM THE CANDIDATE'S RESEARCH; AND/OR
- II. CREATIVE ACTIVITIES AND PRODUCTIONS THAT ARE RELATED TO THE CANDIDATE'S DISCIPLINE.

2. SUPPORTING INFORMATION AND EVIDENCE:

➤ Publications

*Evidence:* A complete list of **all published** manuscripts and other research scholarly efforts and creative activities. The list of publications should be separated by appropriate headings, e.g., refereed, non-refereed, juried exhibit, reviews, manuscripts, book reviews. Do not include publications "in preparation." If publications are "submitted" but the reviewers are not complete - put in a separate section (separate in appendix.)

For manuscripts which have been "accepted" or "forth coming," place a copy of the editor's acceptance letter in this section. List names of all authors in order of appearance, title, journal, volume, inclusive pages, date; books and book chapters; creative activities; papers and abstracts presented at meetings; invited presentations.

Clearly define candidate's role in each endeavor, wherein the candidate is not first author.

- Presentations at professional meetings  
*Evidence:* A list of professional meetings, symposia, and conferences, identifying the meeting, with dates and identify the role of the faculty member, e.g., organizer, chair, invited speaker, discussant, presenter, attendee.
- Grants, contracts, and awards  
*Evidence:* A list of funded grants and contract support including title, funding agency, dates, and name(s) of principal investigator(s). If not the principal investigator, clearly define candidate's role. Grant and contract proposals submitted but not funded should be noted in a separate category along with a succinct depiction of the outcome of the review.
- Creative activities/research and development of new items  
*Evidence:* A list of any intellectual property developed, e.g., patents, copyrights, cultivar releases, and inventions, with titles and dates. Finally, list any economic development activities in this section.
- Awards and Honors  
Describe. **(Be sure any research-related awards are listed in this section as well as in Section J.)**

## I. Service

1. CRITERION (ADAPTED FROM POLICY 352):  
IN SERVICE, THE FOLLOWING CRITERIA APPLY TO EVALUATION OF CONTRIBUTIONS BY A CANDIDATE FOR PROMOTION, TENURE, AND POST-TENURE REVIEW.
  - I. CONTRIBUTIONS TO THE WELFARE OF THE DEPARTMENT, COLLEGE, UNIVERSITY, OR PROFESSION, AND/OR;
  - II. CONTRIBUTIONS TO THE PUBLIC THAT MAKE USE OF THE FACULTY MEMBER'S ACADEMIC OR PROFESSIONAL EXPERTISE.
2. SUPPORTING INFORMATION AND EVIDENCE:
  - Committee/University involvement  
*Evidence:* A list of department, college, and university committees (or other institutional responsibilities) from NDSU, with dates. Include role (e.g., chair, committee member), as well as special contribution(s).
  - Other committees or organization involvement  
*Evidence:* A list memberships and involvement in professional associations (offices held, committee assignments, and leadership), advisory or review panels, study section, task forces, planning groups, or any other evidence of regional, national, or international stature and service to the profession.
  - Service to the public

*Evidence:* As appropriate, list service to institutions, governmental units, and consulting (when approved by the university), indicating the type and amount of direct client service, visits by the public, and site visits. **Describe any involvement in alumni events, boards, or other community-related activities relevant to your position.**

➤ Awards and honors

Describe. **(Be sure any service-related awards are listed here as well as in Section J).**

**J. Awards and Honors**

*Information:* List of awards, honors, or other special recognitions including certification.

*Evidence:* Note award and date. It is appropriate to include an explanation of the award, the organization that gave the award, and the level (local, regional, national, or international).

**K. Unit Promotion and Tenure Criteria** (please provide the guidelines for your department/school that you will use when you apply for promotion and tenure)

**L. Annual and Third Year Review Report** (if applicable)

**M. Evaluation and Recommendations** (added by others)

**N. Letters of Evaluation** (added by others)

**[Please provide section headings for M and N so that materials may be added by the department/school PTE committee, chair, etc.]**

**Also, provide a copy of your current curriculum vitae.**