

THE Portfolio is divided into three parts: (1) Part I consists of information for which the candidate is responsible for providing, and (2) Part II consists of information for which the department chair or unit leader is responsible for providing, and (3) Part III consists of the candidate's current curriculum vitae. *In addition, the candidate should have available, if requested, a copy of, or parts thereof, supplemental materials, e.g., reprints, offprints, syllabi, or any other materials that illustrate the candidate's achievements in teaching, research, and service, and referred to in the Portfolio.*

The Portfolio

Supplemental Materials

Part I:

(by candidate)

- A. Cover Page
- B. Table of Contents
- C. Appointment Letter and Position Description(s)/ Special Agreements
- D. Academic Background
- E. Academic Experience/ Employment History
- F. Statement of Context and Accomplishments
- G. Teaching, Advising, and Curriculum Development
- H. Research, Creative, and Professional Activities
- I. Service
- J. Awards and Honors

Part II:

(by others-chair, dean, etc.)

- K. Unit Promotion and Tenure Criteria
- L. Annual Appraisals/Evaluations and Third Year Review Report
- M. Letters of Evaluation
- N. Recommendations

Part III:

- O. Current curriculum vitae

(by candidate only upon request)

- Copies/examples of course syllabi/course materials
- Student Assessment
- Evaluations of research/creative activities and service
- Letters of professional recognitions for awards/honors
- Publications (articles, books manuscripts)
- Verifications of creative performances/exhibits
- Evaluations of Teaching

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
- C. Appointment Letter and Position Description/Special Agreements
- D. Academic Background
- E. Academic Experience
- F. Statement of Context and Accomplishments
- G. Teaching, Advising, and Curriculum Development (Note: It is important to have an assessment of your instruction beyond student ratings. Include summer school classes and activities.)

> 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.**

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. **Include specific ways you have incorporated technology into your classes, either in a list or a paragraph describing the use of technology. List any teaching-related awards you received.**

> 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. **Include specific ways you have incorporated technology into your courses and program, either in a list by classes or a paragraph describing the used of technology.**

> 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. **Describe or list any activities you have participated in to recruit or help to retain students.**

> 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

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

H. Research, Creative, and Professional Activities

< Publications

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

- 1. Refereed journal articles.**
- 2. Other refereed articles (including abstracts, book chapters, proceedings, etc. that are in refereed publications).**
- 3. Books.**
- 4. Other publications. These publications include extension publications, newsletters, popular articles, and invited publications.**
- 5. Refereed shows, displays, and other refereed creative activities. Only work that was actually presented during the reporting period should be included.**

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.

< 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. **Use the following format for your list:**

1. Refereed presentations.
 - a. International
 - b. National
 - c. Regional
 - d. State
 - e. Local
2. Invited or non-refereed presentation.
 - a. International
 - b. National
 - c. Regional
 - d. State
 - e. Local

< Grants, contracts, and awards

Evidence: A list of funded grant and contract support including title, funding agency, dates, and name(s) of principal investigator(s). 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. **Use the following format for listing grants:**

1. Grants and contracts funded during the current reporting period. The format in correct order should be P.I., Co-P.I.s, Title, Funding Agency; Duration of the Grant (dates); Total dollar amount for the duration of the grant; Dollar amount allocated for during the reporting period.
2. Continuation of grants and contracts initially funded in a previous reporting period. The format in correct order should be P.I., Co-P.I.s, Title, Funding Agency; Date originally funded; Duration of the grant (dates); Total dollar amount for the duration of the grant; Dollar amount available during the current reporting period.
3. Grants and contracts approved during the reporting period but for which funding does not begin until the next reporting period. The format in correct order should be P.I., Co-P.I.s, Title, Funding agency; Duration of the grant (dates); Total dollar amount for the duration of the grant; Date on which funding becomes available.
4. Grant and contract proposals submitted but pending. The format in correct order should be P.I., Co-P.I.s, Title, Funding Agency; Total dollar amount requested.
5. Grant and contract proposals submitted but not funded. The format in correct order should be P.I., Co-P.I.s, Title, Funding Agency; Total dollar amount requested.

Note: Internal Funding: The format in correct order should be P.I., Co-P.I.s, Title, Campus funding program; Total dollar amount funded. Include internal competitive funding but not non-competitive funds such as the President's travel Fund.

< 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

See section J. **(Be sure any research-related awards are listed in this section as well as in section J).**

I. Service

< 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.

< 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

See Section J. **(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 current guidelines for your department/school)

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.