POLICY & PROCEDURES CHECKLIST FOR PORTFOLIO EVALUATION

According to Policy 352, 6.6, “colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio."

Originating at the department/unit level, this checklist documents that University procedures have been followed at the different levels of review. For each candidate, the evaluating parties are requested to complete their section of the checklist, to sign, date and insert the form as the first item in the applicant’s portfolio. The Dean is responsible for giving a copy of the completed form to the applicant.

Candidate's Name: [[First Name] [Middle Name] [Last Name]]

<table>
<thead>
<tr>
<th></th>
<th>Evaluator’s Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit PTE Committee Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department/Unit Chair or Head:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair College PTE Committee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean of the College:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (e.g. Extension):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be completed at the Unit/Department level of review:

Check agreement or mark N.A., not applicable.
Be prepared to explain why an item is not applicable.

Department PTE Committee:

Members were elected according to department’s PTE document.  
Potential conflict of interest situations were identified/mitigated.  
No faculty member being considered for promotion served on PTE committee.  
No administrators, as identified by Policy 352, served on committee.  
Departmental voting procedures on applicant’s candidacy were followed.  
The evaluation was based on the written standards and criteria of the department.  
Candidate received letter of evaluation/recommendation by due date.  
Candidate was accorded 14 calendar days to respond.  
Department-specific procedures were followed.  
Committee deliberations were kept confidential.  
The department’s PTE document is consistent with  
Policy 352  
College PTE guidelines  

Chair or Head:

Outside letters of review were solicited in a timely manner.  
Solicitation of letters of review followed University’s recommended model.  
In case of joint appointments, input from other units was requested and included.  
The evaluation was based on the written standards and criteria of the department.  
Timely inclusion of letters of evaluation and recommendation by:  
Department’s PTE committee  
Chair/Head  
Others (e.g. Extension)  
Candidate received letter of evaluation/recommendation by due date.  
Portfolio was submitted to the college level by the due date.  
The department’s PTE document is consistent with  
Policy 352  
College PTE guidelines  

To be completed at the College level of review:

College PTE Committee:
- Members were elected according to College PTE document. ____
- No administrators, as identified by Policy 352, served. ____
- Potential conflict of interest was identified/mitigated. ____
- No faculty member being considered for promotion served on PTE committee. ____
- Information added after November 1 conformed to materials listed in Policy 352, section 6.2. ____
- College’s and Dean’s reviews, deliberations, and recommendations were conducted separately and independently of each other. ____
- College-specific procedures were followed. ____
- The evaluation was based on the written standards and criteria, policy and procedures of the department and the college. ____
- Letter of evaluation/recommendation was submitted to Provost by due date. ____
- Candidate received copy of letter of evaluation/recommendation by due date. ____
- Committee deliberations were kept confidential. ____
- The college’s PTE document is consistent with Policy 352. ____

Dean:
- Dean’s review, deliberation, and recommendation were conducted separately and independently of review by College PTE committee. ____
- The evaluation was based on the written standards and criteria, policy and procedures of the department and the college. ____
- Information added after November 1 conformed to materials listed in Policy 352, section 6.2. ____
- Portfolio was submitted to Provost by due date. ____
- Candidate received copy of letter of evaluation/recommendation by due date. ____
- Candidate received copy of the completed policy & procedures checklist. ____
- The college’s PTE document is consistent with Policy 352. ____
Portfolio for Promotion and Tenure

DEMOGRAPHIC DATA:
Name: [[First Name] [Middle Name] [Last Name]]
Department: [Department] Rank: [Faculty/Staff Rank]
College: [College] Title:

REQUESTED ACTION:
☑ Promotion to rank of __________________________
☐ Request for tenure

SPECIAL AGREEMENTS (check, if applicable)
☑ Previous Consideration (if candidate has been considered previously, but promotion and/or tenure were/was not awarded, supply letters of denial, outlining conditions needing to be addressed and place in section C.)
☑ Prior Service Agreement (place in section E).
☑ Penultimate year (last year of the probationary period): ______________

CANDIDATE’S SIGNED STATEMENT
I have reviewed the portfolio and believe it to be accurate, complete, current, and ready for review.

________________________________________  ______________
Signature  Date

As any additional materials are included in the portfolio, copies must be provided to the candidate. The candidate will have 14 days to provide a written response.

If the faculty member was granted an extension of the probationary period for any reason, such an extension does not increase expectations for performance.

Should the faculty member and Department Chair/Head disagree on the inclusion or exclusion of some materials, the faculty member may indicate his/her objection in this signed statement.

COMMENTS:

ADMINISTRATORS RESPONSIBLE FOR PORTFOLIO REVIEW:

ROUTING
Portfolio Received: __________________________  Date: ______________
Dept. PTE Committee __________________________  Dept. Chair __________________________
College PTE Committee __________________________  College Dean __________________________
Director __________________________  Provost/VPAA __________________________
President __________________________  __________________________

ADDED MATERIALS INVENTORY
Materials Added: __________________________  By: __________________________  Date: ______________

________________________  __________________________  __________________________
________________________  __________________________  __________________________
________________________  __________________________  __________________________
________________________  __________________________  __________________________
________________________  __________________________  __________________________
________________________  __________________________  __________________________

Department/Unit Administrator  Dean
NORTH DAKOTA STATE UNIVERSITY
Promotion and Tenure Portfolio
Part I
[Report Start Date] - [Report End Date]

[[LAST NAME], [FIRST NAME] [MIDDLE NAME]]

C. Appointment Letter and Position Description / Special Agreements

| Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong> |
| Criteria: 1. Section is equal to "C. Appointment Letter and Position Description / Special Agreements" |

C.1 Letter of Appointment

| Screen: Permanent Data |
| Items: All records |

| Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong> |
| Criteria: 1. Section is equal to "C.1 Letter of Appointment" |

C.2 NDSU Job Descriptions

| Screen: Academic, Government, Military and Professional Positions |
| Criteria: 1. Organization contains one of the substrings: "NDSU", "North Dakota State" |

| Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong> |
| Criteria: 1. Section is equal to "C.2 NDSU Job Descriptions" |

C.3 Prior Service Agreement of Tenure-Track Appointment (if applicable)

| Screen: Permanent Data = Rank |
| Items: All row |

| Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong> |
| Criteria: 1. Section is equal to "C.3 Prior Service Agreement of Tenure-Track Appointment" |

C.4 Previous Tenure/Promotion Consideration (if applicable)

| Screen: Permanent Data = Rank |
| Items: All row |

| Screen: Promotion and Tenure (first record) > <strong>Comments for Promotion and Tenure Report by Section</strong> |
| Criteria: 1. Section is equal to "C.4 Previous Tenure/Promotion Consideration" |

Commented [AR1]: Add upload file for section, still missing
Field Code Changed

Commented [CB2]: Upload File for section

Commented [CB3]: Upload File for section -- option not shown
Field Code Changed

Commented [CB4]: Upload File for section -- option not shown
Field Code Changed
D. Academic Background

| Screen: Promotion and Tenure (first record) | Comments for Promotion and Tenure Report by Section
| Items: All rows | Criteria: 1. Section is equal to "D. Academic Background"

[D.1 Education Degrees]

| Screen: Education | All records |
| Criteria: 1. Degree is not equal to "Post-Doctoral"

[[Degree] or [Explanation of "Other"], [Emphasis/Major], [Supporting Areas of Emphasis], [Month Completed Year Completed], [Institution], [Location of Institution], [Advisor(s)]: [list of [Advisor Information] as "[Last Name], [First Name] [Middle Name/Initial]"]. Disquisition Title: [Dissertation/Thesis Title]

| Screen: Promotion and Tenure (first record) | Comments for Promotion and Tenure Report by Section
| Items: All rows | Criteria: 1. Section is equal to "D.1 Education"

[D.2 Post-Doctoral / Additional Experience]

| Screen: Education | All records |
| Criteria: 1. Degree is equal to "Post-Doctoral"

[[Degree] or [Explanation of "Other"], [Emphasis/Major], [Supporting Areas of Emphasis], [Month Completed Year Completed], [Institution], [Location of Institution], [Advisor(s)]: [list of [Advisor Information] as "[Last Name], [First Name] [Middle Name/Initial]"]. Disquisition Title: [Dissertation/Thesis Title]

| Screen: Promotion and Tenure (first record) | Comments for Promotion and Tenure Report by Section
| Items: All rows | Criteria: 1. Section is equal to "D.2 Post-Doctoral/Additional Experience"

[D.3 Licensures and Certifications]

| Screen: Licensures and Certifications | All records |

[Title of Licensure/Certification], [Sponsoring Organization], [State]. ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]).

| Screen: Promotion and Tenure (first record) | Comments for Promotion and Tenure Report by Section
| Items: All rows | Criteria: 1. Section is equal to "D.3 Licensures and Certifications"

E. Academic Experience / Employment History

| Screen: Academic, Government, Military and Professional Positions | All records |

[Title/Rank/Position], [Organization], ([Start Month Start Day, Start Year - End Month End Day, End Year]).

| Screen: Promotion and Tenure (first record) | Comments for Promotion and Tenure Report by Section
| Items: All rows | Criteria: 1. Section is equal to "E. Academic Experience/Employment History"

F. Statement of Context and Accomplishment

Commented [AR5]: Update screen title to "degrees" in Digital Measures to match the report

Commented [AR6]: Upload file for section
Files for Promotion and Tenure Report by Section

Items: All rows
Criteria: 1. Section is equal to "F. Statement of Context and Accomplishment"

Comments for Promotion and Tenure Report by Section

Items: All rows
Criteria: 1. Section is equal to "F. Statement of Context and Accomplishment"

G. Teaching, Advising, and Curriculum Development

G.1 Courses Taught at NDSU and Student Ratings of Instruction

Screen: Scheduled Teaching
Items: All records

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
<th>Enrollment</th>
<th>% Resp.</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q5</th>
<th>Q6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Course Prefix] [Course Number] [Section Number]</td>
<td>[Course Name]</td>
<td>[Numb. of Credit Hours]</td>
<td>[Official Enrollment Number]</td>
<td>[Percent Responsible]</td>
<td>[Q1: Course Satisfaction]</td>
<td>[Q2: Instructor as Teacher]</td>
<td>[Q3: Instructing Communicator]</td>
<td>[Q4: Course Quality]</td>
<td>[Q5: Grading Fairness]</td>
<td>[Q6: Understanding of Content]</td>
</tr>
</tbody>
</table>

G.2 Quality of Teaching (Administration and Peer Evaluation)

a. Statement by Department Chair or Appropriate Unit Head

[Comment for Section] Init head review letter
Peer review letter

b. Statement by Peers

[Comment for Section]
G.3 Curriculum Development

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Criteria: 1. Section is equal to 'G.3 Curriculum Development'

[Comment for Section]

a. Contributions in Curriculum Development

Screen: Scheduled Teaching
Criteria: 1. Section is equal to 'G.3 Curriculum Development'

[Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)]
[Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented]
[Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)]

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Criteria: 1. Section is equal to 'G.3a Contributions in Curriculum Development'

[Comment for Section]

b. Educational Committees and Activities

[Position/Role] or [Explanation of "Other"], [Committee/Organization Name]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Position/Role] or [Explanation of "Other"], [Committee/Organization Name]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Position/Role] or [Explanation of "Other"], [Committee/Organization Name]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
**G.4 Academic Advising**

**a. Description of Academic and Co-Curricular Advising**

**b. Formal Undergraduate Advising**

<table>
<thead>
<tr>
<th>Academic Year</th>
<th># Advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Academic Year]</td>
<td>[Number of Undergraduate Students Advised]</td>
</tr>
<tr>
<td>[Academic Year]</td>
<td>[Number of Undergraduate Students Advised]</td>
</tr>
<tr>
<td>[Academic Year]</td>
<td>[Number of Undergraduate Students Advised]</td>
</tr>
<tr>
<td>[Academic Year]</td>
<td>[Number of Undergraduate Students Advised]</td>
</tr>
</tbody>
</table>

**c. Student Rating of Advising**

**d. Co-curricular Advising**

**e. Undergraduate Student Researchers Mentored**
Criteria:
1. **Involvement Type** is equal to "Undergraduate Research Advisor"

   [Involvement Type] or [Explanation of "Other"], [Organization]. Semester Started: [Semester Started Term] [Semester Started Year] [Stage of Completion]. [Semester Completed Term] [Semester Completed Year].
   Advised: [list of [Student's Information] as "[Student First Name] [Student Last Name] ([Program])"]
   [Comments]

**K-12 Students Mentored**

Criteria:
1. **Involvement Type** is equal to "K-12 Mentor"

   [Involvement Type] or [Explanation of "Other"], [Organization]. Semester Started: [Semester Started Term] [Semester Started Year] [Stage of Completion].
   [Semester Completed Term] [Semester Completed Year].
   Advised: [list of [Student's Information] as "[Student First Name] [Student Last Name] ([Program])"]
   [Comments]

**G.5 Graduate Student Advising**

Criteria:
1. **Section** is equal to "G.5 Graduate Student Advising"

   [Comment for Section]

   a. **As Major Professor**

   [Comment for Section]

   b. **As Examining Committee Member**

   [Comment for Section]

   c. **Postdoctoral and Other Trainees**

   [Comment for Section]

Commented [AR9]: Data should be displaying in report, but currently this is missing from the report

Commented [CB10]: Involvement type should be “dissertation committee chair” or “master’s thesis committee chair”

Commented [AR11R10]: This was updated. No further action needed.

Commented [CB12]: Involvement type should be “dissertation committee member” or “master thesis committee member”

Commented [AR13R12]: This was updated. No further action needed.

Commented [CB14]: Involvement type should be “postdoc supervision”

Commented [AR15R14]: Updated, no further action needed.
G.6 Outreach Activities

*Screen: Non-Credit Instruction Taught*
- Items: All records
- Criteria: 1. Consulting Type is equal to "Academic"

*Screen: Consulting*
- Items: All records
- Criteria: 1. Consulting Type is equal to "Academic"

G.7 Personal / Professional Development to Improve Teaching Effectiveness

*Screen: Faculty Development Activities Attended*
- Items: All records
- Criteria: 1. null is equal to "Teaching"

G.8 Teaching Awards and Honors

*Screen: Awards and Honors*
- Items: All records
- Criteria: 1. Purpose is equal to "Teaching"

H. Research and Creative Activities

H.1 Publications

H.1.1 Journal Articles

---

Commented [CB16]: Not pulling data from this screen

Commented [AR17R16]: Updated, but currently only pulling data that's classified as "teaching".

Change the criteria to:
Purpose is equal to "Extension, Teaching, Leadership, Scholarship/Research, Service, Community, Service Professional, and Service University"
1. Was this peer-reviewed/refereed? is equal to "Yes" and Contribution Type is equal to "Journal Article" and Current Status is one of: "Published", "Accepted", "Submitted"

Current Status

[list of [Contributors] as "[Last Name], [F. N.] [M. N.]" ([Year Published]), [Title of Contribution.] In [list of [Contributors] as "[F. N.] [M. N.] [Last Name]"] ([Ed.],(s.).) [If this is part of a larger work (e.g., a chapter in a book, contribution to a magazine). Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages]) ([City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher])]. [Web Address]

H.1.2 Books, Chapters, and Conference Proceedings

Contribution Type

[list of [Contributors] as "[Last Name], [F. N.] [M. N.]" ([Year Published]), [Title of Contribution.] In [list of [Contributors] as "[F. N.] [M. N.] [Last Name]"] ([Ed.],(s.).) [If this is part of a larger work (e.g., a chapter in a book, contribution to a magazine). Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages]) ([City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher])]. [Web Address]

H.1.3 Not Refereed

Contribution Type or [Explanation of "Other"]

[list of [Contributors] as "[Last Name], [F. N.] [M. N.]" ([Year Published]), [Title of Contribution.] In [list of [Contributors] as "[F. N.] [M. N.] [Last Name]"] ([Ed.],(s.).) [If this is part of a larger work (e.g., a chapter in a book, contribution to a magazine). Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages]) ([City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher])]. [Web Address]

H.1.4 Artistic and Professional Performances and Exhibits

[Type of Work] or [Explanation of "Other"], [list of [Performers/Exhibitors/Lecturers] as "[Last Name], [F. N.] [M. N.]"], "[Work/Exhibit Title]," [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). [Brief Description]
H.2 Presentations

### Screen: Presentations

Items: All records

- [list of Presenters/Authors as "[Last Name], [F. N.] [M. N.] ([Role])", [Conference/Meeting Name], "[Presentation Title]", [Sponsoring Organization], [Location]. [Invited or Accepted?]. ([Month Day, Year]).]

### Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section

- 1. Section is equal to "H.2 Presentations"

[Comment for Section]

H.3 Funded Proposals

### Screen: Contracts, Fellowships, Grants and Sponsored Research

Items: All records

- Criteria:
  - 1. Current Status is equal to "Funded"

- [list of Investigators as "[Last Name], [F. N.] [M. N.] ([Role])", [Title], Sponsored by [Originating Sponsoring Organization], [Awarding Organization Is], $[Amount]. ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).]

### Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section

- 1. Section is equal to "H.3 Funded Proposals"

[Comment for Section]

H.4 Pending or Rejected Proposals

### Screen: Contracts, Fellowships, Grants and Sponsored Research

Items: All records

- Criteria:
  - 1. Current Status is not equal to "Funded"

- [list of Investigators as "[Last Name], [F. N.] [M. N.] ([Role])", [Title], Sponsored by [Originating Sponsoring Organization], [Awarding Organization Is], $[Amount]. ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).]

### Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section

- 1. Section is equal to "H.4 Pending or Rejected Proposals"

[Comment for Section]

H.5 Creative Activities / Research and Development of New Items

### Screen: Intellectual Property (e.g., copyrights, patents)

Items: All records

- [list of Inventors as "[Last Name], [F. N.] [M. N.]" [Patent Title], Licensed to: [If patent has been licensed, to whom?], Assigned to: [If patent has been assigned, to whom?], Submitted: [Month Submitted to University Day Submitted to University], Application: [Month of Patent Application Day of Patent Application, Year of Patent Application], Approved: [Month Patent Approved Day Patent Approved, Year Patent Approved], Licensed: [Month Licensed Day Licensed, Year Licensed], Renewal: [Renewal Month Renewal Day, Renewal Year]].

### Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section

- 1. Section is equal to "H.5 Creative Activities/Research and Development of New Items"

[Comment for Section]

H.6 Research Awards and Honors

### Screen: Awards and Honors

Items: All records

- Criteria:
  - 1. Purpose is equal to "Scholarship/Research"

- [Award or Honor Name], [Organization/Sponsor], ([Month Received Day Received, Year Received]).

Report Generated on [Report Run Date]
1. **Service**

1.1 **Department Service**

1.2 **College Service**

1.3 **University Service**

1.4 **Other Committee or Organization Involvement**

1.5 **Public Service**
[[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club], [City], [State]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria: 1. Section is equal to 'I.5 Public Service'

[Comment for Section]

I.6 Service Awards and Honors

Screen: Awards and Honors
Items: All records
Criteria: 1. Purpose contains the text "Service"

[Award or Honor Name], [Organization/Sponsor]. ([Month Received Day Received, Year Received]).

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria: 1. Section is equal to 'I.6 Service Awards and Honors'

[Comment for Section]

J. Awards and Honors

Screen: Awards and Honors
Items: Records not displayed above

[Award or Honor Name], [Organization/Sponsor]. ([Month Received Day Received, Year Received]).

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria: 1. Section is equal to 'J. Awards and Honors'

[Comment for Section]

K. Unit Promotion and Tenure Criteria

Screen: Promotion and Tenure (first record) > Comments for Promotion and Tenure Report by Section
Items: All rows
Criteria: 1. Section is equal to 'K. Unit Promotion and Tenure Criteria'

[Comment for Section]

K.1 Department PTE Document

Screen: Promotion and Tenure (first record) > Files for Promotion and Tenure Report by Section
Items: All rows
Criteria: 1. Section is equal to 'K.1 Department PTE Document'

Field Code Changed

K.2 College PTE Document

Screen: Promotion and Tenure (first record) > Files for Promotion and Tenure Report by Section
Items: All rows
Criteria: 1. Section is equal to 'K.2 College PTE Document'

Field Code Changed
<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record) &gt; Comments for Promotion and Tenure Report by Section</th>
<th>Items: All row</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Section is equal to &quot;L. Annual Review Reports&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**L. Annual Review Reports**

**L.1 All Annual Reviews**

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record) &gt; Files for Promotion and Tenure Report by Section</th>
<th>Items: All row</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Section is equal to &quot;L.1 All Annual Reviews&quot;</td>
<td></td>
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</tbody>
</table>

**L.2 Third Year Review Report**

<table>
<thead>
<tr>
<th>Screen: Promotion and Tenure (first record) &gt; Comments for Promotion and Tenure Report by Section</th>
<th>Items: All row</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Section is equal to &quot;L.2 Third Year Review Report&quot;</td>
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</tr>
</tbody>
</table>

Field Code Changed

Field Code Changed
NORTH DAKOTA STATE UNIVERSITY
Promotion and Tenure Portfolio
Part II

A. Recommendations

1. Department PTE Committee Recommendation Letter

2. Department Chair Recommendation Letter

3. College PTE Committee Recommendation Letter

4. College Dean Recommendation Letter

5. Provost Recommendation Letter

6. President Approval/Recommendation Letter

B. Letters of Evaluation (not required)

1. Internal Letters from NDSU Faculty, Staff, and Students

2. External Letters of Evaluation