Academic Portfolio Divider Template

Continuing Status and/or Senior Academic Specialist – Academic Specialist System

This template was last updated on 4/26/2022.

# Instructions

Use this template to create the dividers for your Academic Portfolio.

1. Remove sections for functional areas that you will not address. Retain sections for all areas in which you have allocated effort.
2. Add the specific criteria for promotion in your position for each area, as provided by your supervisor/appointing unit.
3. In a separate folder location[[1]](#footnote-2), assemble the artifacts that you will use as evidence that each criterion is met. Organize subfolders according to the areas of review and criteria. (Hint: open the Navigation Pane in this document for a quick list of areas of review and criteria.)
   1. Save each artifact as a .pdf.
   2. Use Adobe Acrobat Reader to add comments and annotations to artifacts to direct the reviewer’s attention. Make sure the title of the artifact is at the top of the first page of the artifact.
4. On each divider page in this document, write 1-2 brief paragraphs summarizing your case that the criterion is met.
5. Below the paragraphs, list the titles of the artifacts that support your case in the order they should be presented.
6. Submit this file and the folder of artifacts to your departmental RPT staff person with your other dossier components.

Maximum size of completed dossier (Academic Portfolio AND other required documents): 500 pages

# Advising

## A.1 Title

Text of criterion

Summary of case

List of artifacts

## A.2 Title

Text of criterion.

Summary of case

List of artifacts

# Teaching

## T.1 Title

Text of criterion.

Summary of case

List of artifacts

## T.2 Title

Text of criterion.

Summary of case

List of artifacts

# Curriculum Development

## CD.1 Title

Text of criterion.

Summary of case

List of artifacts

## CD.2 Title

Text of criterion.

Summary of case

List of artifacts

# Research

## R.1 Title

Text of criterion.

Summary of case

List of artifacts

## R.2 Title

Text of criterion.

Summary of case

List of artifacts

# Outreach/Public Service

## O.1 Title

Text of criterion.

Summary of case

List of artifacts

## O.2 Title

Text of criterion.

Summary of case

List of artifacts

# Administrative Service

## AS.1 Title

Text of criterion.

Summary of case

List of artifacts

## AS.2 Title

Text of criterion.

Summary of case

List of artifacts

# Committee Service

## CS.1 Title

Text of criterion.

Summary of case

List of artifacts

## CS.2 Title

Text of criterion.

Summary of case

List of artifacts

# Other

Use this section for criteria related to Clinical Service (if applicable) or other areas that are not included in the above categories.

## O.1 Title

Text of criterion.

Summary of case

List of artifacts

## O.2 Title

Text of criterion.

Summary of case

List of artifacts

1. On OneDrive, Google Drive, your hard drive, etc. [↑](#footnote-ref-2)