Academic Portfolio Divider Template

Associate Professor or Professor – Research System

This template was last updated on 5/17/2022.

# Instructions

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

1. Remove any pages for criteria that you will not address. Make sure to retain pages for all “basic” or required criteria for your appointment type and rank sought.
   1. For the rank of associate professor, must provide evidence for **criteria 1 through 6**.
   2. For the rank of professor, must provide evidence for **continuing to meet criteria 1 through 6 for the associate rank, as well as the additional criterion for the professor rank**.
2. 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.
3. On each divider page in this document, write 1-2 brief paragraphs summarizing your case that the criterion is met.
4. Below the paragraphs, list the titles of the artifacts that support your case in the order they should be presented.
5. 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

# Research, Creative and Scholarly Activity

## R.1 Longitudinal Body of Original Work

Evidence of having identified and conducted a longitudinal body of original research and scholarship in an area consistent with the missions of the college and university.

Summary of case

List of Artifacts

## R.2 Grants

Evidence of a longitudinal track record of securing peer-reviewed grants as a Principal Investigator from federal agencies, the private sector or foundations to support research and scholarly activities.

Summary of case

List of Artifacts

## R.3 Peer-Reviewed Publications

Evidence of publications of research and scholarly activities as senior/corresponding/lead author in quality refereed journals.

Summary of case

List of Artifacts

## R.4 Peer-Reviewed Presentations

Evidence of dissemination of research and scholarly projects at relevant peer-reviewed professional meetings.

Summary of case

List of Artifacts

## R.5 Professional Societies

Evidence of participation in relevant professional organizations and societies.

Summary of case

List of Artifacts

## R.6 Other Peer Recognition

Evidence of invited presentations, symposia, research awards or other forms of peer recognition as a respected authority in the area of research and scholarship.

Summary of case

List of Artifacts

## R.Prof.2 National Recognition

Evidence of having achieved national recognition for research by:

1. Serving regularly as a member of a relevant grant review study section or advisory group.
2. Having assumed a leadership position in a relevant professional organization or society.
3. Having received college, university, regional, national or international awards and recognition for excellence in the area of research and scholarship.

Summary of case

List of artifacts

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