Academic Portfolio Divider Template

Professor – Tenure System

This template was last updated on 4/22/2022.

# 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.
2. In a separate folder location[[1]](#footnote-1), 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

# Instruction

## I.1 Longitudinal Participation in Instruction

Evidence of longitudinal participation in the direct instruction and non-credit instructional programs of the department, college or university.

Summary of case

List of artifacts

## I.2 Excellence in Instruction

Evidence of excellence in instruction by:

1. Student course evaluations
2. Written evaluations from learners and colleagues
3. Receipt of department, college, university, regional national or international instructional awards

Summary of case

List of artifacts

## I.3 Amount of Advising and Mentoring

Evidence of the number and duration of advising and mentoring contacts with undergraduate students, graduate students, graduate professional students, resident physicians and/or junior faculty in the department, college or university.

Summary of case

List of artifacts

## I.4 Excellence in Advising

Evidence of excellence in advising and mentoring by

1. evaluations from past and/or current trainees/protégés
2. receipt of honors and/or awards by past and current trainees/protégés

Summary of case

List of artifacts

## I.5 Course or Curriculum Development

Evidence of participation in course or curriculum development, or assessment programs of the department, college, or university.

Summary of case

List of artifacts

## I.Prof.2 Invited Teaching

Evidence of having been invited to present outside their course (seminars/lectures on campus, in the community and at other institutions).

Summary of case

List of artifacts

## I.Prof.3 Instructional Leadership

Evidence of having successfully assumed a leadership role in the instructional activities of the department, college or university.

Summary of case

List of artifacts

## I.Prof.4 Instructional Awards and Peer Recognition

Evidence of having received instructional awards and peer recognition within and/or outside the University.

Summary of case

List of artifacts

# 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 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. Assuming a leadership position in a relevant professional organization or society.
3. Assuming a leadership role in research and scholarly activities of the department, college or university.
4. Receiving college, university, regional, national or international awards and recognition for excellence in the area of research and scholarship.

Summary of case

List of artifacts

# Service

## S.1 Professional Service

Evidence of excellence in professional service by serving:

1. as a reviewer for relevant peer-reviewed journals
2. on relevant study section(s)
3. as a member of a program committee for a national or international conference or professional meeting

Summary of case

List of artifacts

## S.2 Institutional Service

Evidence of excellence in institutional service as elected or appointed member of department, program or college ad-hoc or standing committee.

Summary of case

List of artifacts

## S.3 Patient Care Service

For clinical faculty only

Evidence of excellence in delivering patient care by patient satisfaction or senior colleague evaluation.

Summary of case

List of artifacts

## S.Prof.2 Professional Service Leadership

Evidence of serving in a leadership position for a national professional organization.

Summary of case

List of artifacts

## S.Prof.3 College and University Service

Evidence of serving as an elected member of a college or university standing committee.

Summary of case

List of artifacts

## S.Prof.4 Community Service

Evidence of serving in a volunteer position for a relevant local, regional, or national community service agency.

Summary of case

List of artifacts

## S.Prof.5 Professional and Institutional Service Awards and Recognition

Evidence of receiving awards, honors or other recognition for college, university, national or international excellence in service.

Summary of case

List of artifacts

## S.Prof.6 Clinical Service Awards and Recognition

For clinical faculty only

Evidence of receiving awards, honors or other recognition for clinical excellence.

Summary of case

List of artifacts

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