

## Overview

Candidates will present their portfolio materials in easy-to-read summary tables, through short narratives (one-page, single-spaced, 11- or 12-point font, 1-inch margins), and with carefully selected examples of their work. The portfolio should be presented in a manner that enables reviewers outside the candidate's discipline to understand the significance of their accomplishments.

Please follow the portfolio outline below, use clearly-labeled sections, and use the provided templates to report summary data. The portfolio should emphasize professional qualifications and the applicant should refrain from submitting personal photos and the like within or on the covers of their PDFs.

## Cover Sheet & Notice of Intent

- 1) [Notice of Intent/Cover Sheet](#) (please use the official form)

## Primary PDF Document

- 2) Table of Contents
  - a) The table of contents should include the material in the primary PDF as well as any material included in the optional secondary PDF (see below).
  - b) In addition to providing an overview of the contents of the portfolio, the table of contents allows reviewers to quickly find materials.
- 3) Letter of application (2 pages, single-spaced)
  - a) Your target audience is someone who is not familiar with your discipline or department's standards, expectations, and processes.
  - b) Highlight your most important and relevant accomplishments, being clear as to how you have met both departmental and University requirements.
  - c) Speak to relevant atypical circumstances, including but not limited to:
    - i) Request for early tenure.
    - ii) Particularly notable accomplishments in an evaluation area.
    - iii) Employment contract specifics (if any) about early tenure, administrative commitments, etc.
    - iv) Course releases granted.
    - v) Departmental requirements the committee should understand (e.g., less scholarship because of high service demands).
- 4) Curriculum Vitae
- 5) Maximum of 2 additional letters of support (1 page each) – optional.
- 6) Annual evaluations
  - a) [Summary of annual evaluations](#) (please use the template provided).
  - b) Annual evaluations for each year of service.
- 7) Teaching Section
  - a) [Summary of courses taught](#) (please use the template provided).
  - b) A one-page narrative describing teaching philosophy and significant accomplishments.
  - c) A one-page narrative describing one course that is part of your regular rotation and reflecting on how you have adapted your pedagogy over time.
  - d) If relevant, a one-page narrative describing areas with potential for growth or special circumstances relating to teaching performance.

- e) Two sample syllabi (one upper division and one lower division, where possible).
- f) Two sample assignments (one upper division and one lower division, where possible).
- g) Copies of peer observations, if applicable for candidate's department.
- 8) Scholarly Activity Section
  - a) [Summary of scholarly activities](#) (please use the template provided).
  - b) A one-page narrative about highlights and significant accomplishments in scholarship.
  - c) If relevant, a one-page narrative about areas with potential for growth or special circumstances relating to scholarship or creative activities.
  - d) Documentation of scholarship, limited to the most important and representative examples; additional documentation may be submitted in an optional secondary PDF (see below).
- 9) Service Section
  - a) [Summary of service activities](#) (please use the template provided).
  - b) A one-page narrative about highlights and significant accomplishments in service.
  - c) If relevant, a one-page narrative about areas with potential for growth or special circumstances relating to service.
- 10) Advising Section
  - a) [Summary of advising activities](#) (please use the template provided).
  - b) A one-page narrative focusing on highlights and significant accomplishments in advising.
  - c) If relevant, a one-page narrative focusing on areas with potential for growth or special circumstances relating to advising.

## Optional PDF Appendices Document

- 11) Candidates may submit appendices with additional documentation for the four primary evaluation areas in a secondary PDF. Evaluators will refer to this file only under exceptional circumstances (e.g., where reviewers have questions unanswered by the material in the primary PDF).

## Combining files into one PDF file:

- Open Adobe Acrobat Pro and click on the 'Tools' icon (top left of screen)
- Click on 'Combine Files' icon
- Drag and drop all files you wish to combine. Place the files in the order you wish to present them in the combined document, from left to right, top to bottom
- Click the 'Combine' icon (top right of screen)
- Save the file and name using the Document Naming Scheme section below

## Document Naming Scheme:

For naming your documents, please use the naming scheme:

Academic Year-Department-First Initial Last Name-Cover Sheet/Portfolio/Appendices

- a) Example: 2023-24-PES-CMiddleton-Cover Sheet.pdf
- b) Example: 2023-24-PES-CMiddleton-Portfolio.pdf
- c) Example: 2023-24-PES-CMiddleton-Appendices.pdf

## Submitting:

To submit your T&P portfolio, please see the document titled *Submitting your CMU Tenure & Promotion Portfolio using Microsoft Teams*.