

THE UNIVERSITY OF MICHIGAN  
SCHOOL OF EDUCATION

4<sup>TH</sup> YEAR REVIEW CANDIDATE'S PORTFOLIO CHECKLIST, 2006-2007

This checklist has been prepared to assist 4th year review candidates develop their portfolio for evaluation by the Promotions and Tenure Committee. It is the candidate's responsibility to be sure that all pertinent materials and activities have been included and are accurate.

**Overview statements are not to exceed a total of 30 double-spaced pages and should include summaries and charts wherever appropriate. Please label sections A-F clearly in submitted materials.**

**Use this form to check that your portfolio is complete. Sign the form and submit it with one hard copy of your materials to the Dean's Office no later than September 1, 2006. Materials noted with an \* should also be submitted electronically (in Microsoft Word format) to the Dean's office.**

A. \_\_\_\_\_ \***INTRODUCTION** - Brief statement providing a rationale for seeking contract renewal.

**B. SCHOLARLY ACTIVITY & RESEARCH (supporting documentation)**

\_\_\_\_\_ Books (published or under contract, including author, editor, contributor)

\_\_\_\_\_ Journal articles (published or in press, including name of journal, volume number)

\_\_\_\_\_ Conference papers (only if accepted for further publication)

\_\_\_\_\_ Articles submitted for review

\_\_\_\_\_ Final and/or interim reports from sponsored research projects

\_\_\_\_\_ For all co-authored publications that have been sent to reviewers, candidates should provide a statement indicating their role in the work leading to the publication along with the contact information for at least one of the co-authors.

**C. TEACHING**

1. \_\_\_\_\_ \***Overview** - A statement of teaching and mentoring activities, including summaries of student and course evaluations (*not to exceed 15 double-spaced pages*)

2. \_\_\_\_\_ **Supporting Documentation**

\_\_\_\_\_ \*Course syllabi and handouts (only those pertinent to most recent course offerings)

\_\_\_\_\_ Student and course evaluations including \*summarized student comments

**D. SERVICE**

1. \_\_\_\_\_ \***Overview** - A statement of service activities at the local, regional/state, national/international and program/school/university levels (*not to exceed 5-8 double-spaced pages*)

\_\_\_\_\_ Workshop/seminar materials (of a service nature)

\_\_\_\_\_ Evidence of service to professional organizations

\_\_\_\_\_ Evidence of service to Program, School, University

**E. \*CURRENT CURRICULUM VITAE**

**F. FACULTY ANNUAL REPORTS (FARs) FOR EACH YEAR IN RANK**

**I CERTIFY THAT MY FILE IS COMPLETE:** \_\_\_\_\_  
Name Date