

**THE UNIVERSITY OF MICHIGAN  
SCHOOL OF EDUCATION  
PROMOTION PORTFOLIO CHECKLIST, 2008-09**

This checklist has been prepared to assist candidates applying for promotion develop their portfolios for evaluation by the Promotion 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 Deans' Office no later than August 29, 2008. 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 consideration of promotion and/or tenure.

**B. SCHOLARLY ACTIVITY & RESEARCH**

1. \_\_\_\_\_ \*Overview – A statement of the candidate's scholarly contributions that includes summaries, where appropriate, of information such as funded and non-funded research activities. This statement is likely to be similar to the summary used for external reviewers. (*Not to exceed 10-15 double-spaced pages*)

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

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

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

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

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

\_\_\_\_\_ 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 10-15 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*).

2. \_\_\_\_\_ Supporting documentation

\_\_\_\_\_ 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