

## **4.7 Portfolio Preparation**

In accordance with department and college guidelines, the candidate is responsible for submitting a promotion and tenure portfolio.

To promote consistency in evaluation at the college level, the following format is the standard for the College Promotion and Tenure Committee. Individual departments are free to adopt additional requirements to address specific needs, *e.g.* professional licensure. However, a printed dossier containing the information in the format specified here is required for the college-level review.

The College of Engineering Dean's Office will provide candidates with binders set up with appropriate tabs and forms to help promote uniformity and adherence to the required format.

The combination of items 4-6 shall not exceed 50 pages.

- 1. Routing Form (see Appendix C)**
- 2. Cover Sheet (see Appendix C)**
- 3. Evaluators' Documentation**
  - a. Contract Status and Dossier Review Form (see Appendix C)**
  - b. Dean's Letter**
  - c. Department Head's Letter**
  - d. College Review Committee Recommendation**
  - e. Department Review Committee Recommendation**
- 4. Table of Contents (see Appendix C)**
- 5. Executive Summary**

*A one or two paragraph statement by the candidate requesting consideration for tenure and/or promotion that includes a brief discussion as to why the candidate should be granted tenure and/or promotion.*

- 6. Curriculum Vitae**

*Should cover educational and work history. Although there will be no restriction on length of the CV, superfluous material is not desirable. Suggestion: List important contributions in the resume and include any major support material in an appendix.*

- 7. Performance Evaluations**
- 8. Unit Mission Statements**

**9. External Review Letters**

**10. Supplemental Documentation**

*The following sections describe the candidate's contributions. If applying for tenure, the candidate should document activity since starting at NMSU. If applying for promotion, the candidate should document activity since the last promotion or tenure review.*

**a. Workload Summary (see Appendix C)**

Workload Summary Percentage of Effort			
Candidate Name:			
For tenure consideration? (to include cumulative information for college employment)			
For promotion? (to include information since last promotion)			
Semester/Year	Teaching and Advising	Research, Scholarly and Creative Activities	Service, Extension and Outreach

**b. Teaching and Advising**

## Teaching Summary

Number of:

- Different Undergraduate Courses Taught (Non Service) (Service) Total Undergraduate Student Credit Hours
- Graduate Courses Taught
- Graduate Students Supervised:
  - Master's (completed) –
  - Coursework Only
  - Project
  - Thesis
    - Master's (under current supervision)
    - Doctoral (completed)
    - Doctoral (under current supervision)
- Orals Committees Participated In
  - Master's
  - Doctoral Comprehensive
  - Doctoral Final
- Number of Short Courses, Off Campus Courses, and/or Distance Education Courses Taught
- Refereed Teaching Publications
- Non-Refereed Teaching Publications
- Teaching Awards
- Teaching Conferences Attended
- Papers Presented on Teaching
- Textbooks Written
- Faculty Adviser to a Student Organization, Yes/No and, if yes, which one(s)
- Member of the Graduate Faculty, Yes/No
- For departments with a graduate program, Total Graduate Student Credit Hours

*Note: Under the category Graduate Students Supervised, include only students for whom you are the principal adviser.*

## Teaching

Briefly describe up to five contributions to teaching that you feel is most significant. This section may include invited seminars on teaching, development of new curricula, innovative procedures in the classroom, service as faculty adviser to a student organization, etc.

List in tabular form:

- Courses taught. Indicate whether service or non-service and whether newly taught.
- Number of students and student credit hours.

- No more than five of what you believe are your most significant teaching publications and explain why they are important.
- Teaching awards.
- Doctoral students who received degrees under your supervision and the titles of their dissertations (Published Yes/No.) \*
- Master's students who received degrees under your supervision (thesis only) and the titles of their theses. (Published Yes/No.) \*
- Short courses attended or organized, describe the nature of your participation, and briefly detail off-campus and distance-education activities.
- Other related items.

**c. Funded Research, Scholarly and Creative Activities**

**Research and Creative Activity Summary**

- Number of Proposals Submitted
- Number of Proposals Funded
- Indicate Total Dollar Amount as PI
- Indicate Total Dollar Amount as Co-PI
- Indicate Total Dollar Amount as Investigator
- Number of Research/Creative Activity Projects as Principal or Co-Principal Investigator
- Number of Research/Creative Activity Awards
- Research/Creative Activity Monographs written
- Number of Peer Reviewed Research/Creative Activity Publications
  - Conference Publications
  - Journal Publications
- Number of Non-Peer Reviewed Research/Creative Activity Publications
  - Conference Papers
  - Journal Papers
- Number of Research/Creative Activity Conferences Attended
- Number of Research/Creative Activity Papers Presented
- Number of Research/Creative Activity Reports Written
- Number of Patents Obtained or related economic development activities
- Number of Invited Papers
- Number of Invited Presentations

**Research and Creative Activity**

Briefly describe up to five research and creative activity efforts that you believe have had an important contribution to your field and why.

- List funded proposals and indicate nature of your participation (e.g. PI), specify funding agency, dollar amount and duration. Explain research leadership activities such as leading multi-faculty teams, mentoring junior faculty through your research efforts, etc.

- List peer reviewed research and creative activity publications.
- List research and creative activity conferences attended and indicate whether a paper was presented.
- List patents obtained and specify details. List economic development activities, licensing technology activities, or other related economic development activities.
- List research and creative activity awards and awarding agency.
- List off-campus activities that have, or have the potential, to contribute to research or creative activity efforts at the university (e.g. summer work at a national laboratory.)
- List other metrics delineating the significance of the research and creative activity, e.g. citations.

#### **d. Service, Extension and Outreach**

##### **Professional Service Summary**

- Number of professional societies of which you are a member
- Number of honor societies of which you are a member
- Number of officer positions held in professional societies
- Number of committees which you have served on
  - University
  - College
  - Departmental
  - Professional Society
- Number of officer positions held on committees
- Number of professional service commendations or awards

##### **Professional Service**

Briefly describe up to five professional service activities that you feel have contributed to the university, professional organizations, or community (implies local, state, national, or international) since your last promotion. These activities could include the organization of a science fair, consulting, expert witness testimony, development of a professional seminar, etc. Explain why.

- List professional societies of which you are a current member in good standing. Indicate committee service and officer's positions held with time of service.
- List committees on which you served and give dates of service.
- List professional service awards, date and awarding agency.
- List development activities for the university; specify type of contribution and contributing agency.
- Other activities such as participating in sponsoring agency proposal review panels.

## 11. Appendices

*Keep support material to a minimum unless additional information is requested in the review process. Include material only of a highly significant nature, such as major award citations or a summary table of teaching evaluations.*