**Candidate Requirements**

Status Letter of [Name of Faculty Applying]

CV of [Name of Faculty Applying]-strongly suggest use Provost format for CV

Waiver of Right to Review Evaluation Letters from External Reviewers

Annual Assignments

- Annual Assignment Summary Table
- 20xx-20xx Annual Assignment
- 20xx-20xx Annual Assignment
- … and so on

Instruction

Teaching Awards (Optional)

Course/Curriculum Development, Professional Development, and Instructional Activity Optional)

- Course/Curriculum Development
- Professional Development
- Instructional Activity

Quantitative Data on Teaching (Required)

- Teaching and Evaluation Table

Peer Evaluation (Required)

- Evaluation from [Name of Faculty Who Evaluated]
- CV of [Name of Faculty Who Evaluated]
- Evaluation from [Name of Faculty Who Evaluated]
- CV of [Name of Faculty Who Evaluated]

Community Engaged Instruction (Optional)

- Community Engagement Instruction

Scholarship

- Annotated Publications (Required)
- Critical Reviews of Research (Optional)
- Letters of Acceptance for Forthcoming Work (Optional)

Assigned Service

- 20xx-20xx Assigned Service
- 20xx-20xx Assigned Service
- … and so on

Self-Evaluation

- Self-Evaluation of [Name of Faculty Applying]

Annual Employee Performance Evaluations

- 20xx Annual Evaluation
- 20xx Annual Evaluation
- … and so on

Third Year Review Report for Tenure

- Personnel Committee Third Year Evaluation of [Name of Faculty Being Evaluated]
- Chair/Director Third Year Evaluation of [Name of Faculty Being Evaluated]

Tenure and/or Promotion Appraisals

- 20xx Personnel Committee Annual Progress Toward Tenure of [Name of Faculty Being Evaluated]
- 20xx Chair/Director Annual Progress Toward Tenure of [Name of Faculty Being Evaluated]
- 20xx Personnel Committee Annual Progress Toward Tenure of [Name of Faculty Being Evaluated]
- 20xx Chair/Director Annual Progress Toward Tenure of [Name of Faculty Being Evaluated]
- … and so on

Replies to Material in Portfolio

- [Name of Faculty Submitting Reply]'s to Chair/Director Evaluation
- [Name of Faculty Submitting Reply]'s to College Promotion and Tenure Committee Evaluation
- … and so on

Supplemental Material

- Name of document [identify area corresponding to document] (e.g., *Journal of Educational Research* publications metrics-Scholarship
- Add as many entries as necessary

External Evaluations

- List of External Evaluators
- Chair Letter to External Evaluators
- Evaluation from [Name of External Evaluator 1]
- CV of [Name of External Evaluator 1]
- Evaluation from [Name of External Evaluator 2]
- CV of [Name of External Evaluator 2]
- … and so on

Internal Evaluations

- Chair Letter to Internal Evaluators
- Evaluation from [Name of Internal Evaluator 1]
- CV of [Name of Internal Evaluator 1]
- Evaluation from [Name of Internal Evaluator 2]
- CV of [Name of Internal Evaluator 2]

Report of the Department/School

- Department Evaluation of [Name of Faculty Being Evaluated]

Chair/Director Letter

- Chair/Director Evaluation of [Name of Faculty Being Evaluated]

Report of the College Promotion and Tenure Committee

- College Promotion and Tenure Committee Evaluation of [Name of Faculty Being Evaluated]

Dean's Letter of Evaluation

- Dean's Evaluation of [Name of Faculty Being Evaluated]