

Appendix C-1: Promotion and/or Tenure Portfolio Preparation

5.90.5.5 Portfolio Preparation (NMSU Community College Promotion and Tenure Policy)

In accordance with department and college guidelines, the candidate is responsible for submitting a promotion and/or tenure portfolio comprised of a core document and a separate documentation file. The college guidelines shall specify the inclusion of the following core document elements in this order. The combination of items 4-6 shall not exceed 50 pages:

1. A routing/ tracking form
2. A cover sheet indicating the candidate's name, current rank, department, and college
3. Any written documentation generated throughout the promotion and tenure process
4. A Table of Contents
5. Candidate's executive summary
6. A curriculum vitae
7. Annual performance evaluations for the period under review, including the allocation of effort statements, the goals and objectives, written narratives pasted in an unsigned finalized allocation of effort statement submitted by the faculty member as a part of the annual performance evaluations, the supervisor's written comments and letters of recommendation from supervisors, and any response made by the candidate to the supervisor's written comments.
8. The most recent completed conflict of interest form
9. Copies of request for extension for submission or any document that explains a reduction of the probationary period
10. Copies of requests for the insertion of material

The portfolio shall be placed in a 2-inch binder with cover and spine clear slipcovers. The cover and spine shall be identified with inserts by the candidate's name, the community college where employed, the position applying to (i.e. Application for promotion to the position of _____, or Application for Tenure). These inserts must be prepared using the NMSU brand initiative as well as the community college logo. Should NMSU or the community college purchase software that allows for electronic submission, this format can be altered to accommodate that type of submission. Until then, all core documents will be paper copies. The documentation file, however, can include DVDs, CDs, and other media.

5.90.5.5.1 Documentation File

The documentation file displays supplementary materials provided by the candidate related to the areas of faculty activity. This material is not routed beyond the College Promotion and Tenure Committee, but is available for review. The Documentation file can be contained within a folder, box, file folder and should be labeled by date and evaluative area. The Documentation File will be stored in the Division Head's office while the portfolio is being reviewed. Upon completion of review, the document file will be returned to the faculty member.

If this is an application for tenure, the candidate is to include evidence of contributions since being hired into tenure track, plus evidence from other institutions if credit for prior service is applicable. If this is an application for promotion, then the candidate is to include evidence of contributions since the last promotion.

The documentation file should include evidence of high quality teaching and related activities, scholarship and creative activities, leadership (if applicable), outreach/extension, and service. **Required elements are student evaluations; classroom observations; letters of reference from colleagues, peers, former students, or external constituents; other letters as appropriate; and representative examples of syllabi.** Faculty can also include any other evidence that they believe support their application.

A sample Promotion and/or Tenure Portfolio will be available in each Division