

Guidelines for Preparing a Full Review, Tenure, or Promotion Portfolio

- 1. Review carefully the organization of materials described in the Academic Policies and Procedures Manual, Section 210.5. Second-Year Review portfolios may have only a few pages in some sections; Fourth-Year and Sixth-Year Review portfolios should have substantial contents for each section.**
- 2. All materials should be hole-punched and placed securely in a three-ring binder. Do not submit the binder with loose materials. These may be lost as the portfolio is passed from reviewer to reviewer.**
- 3. Labels with your name, department, division, and Second, Fourth, or Sixth Year Review should be placed on the front of the binder and on its spine.**
- 4. Separate the categories of materials described in APAP 210.5 with dividers and label each division of the portfolio for easy reference.**
- 5. The first item in the portfolio should be a current curriculum vitae.**
- 6. It is useful, but not required, to include a preface to each section that gives an overview of the section. For example, the teaching section could begin with a statement of your teaching philosophy or a description of how you have adjusted teaching strategies during your years at Muskingum. The Professional Growth and Scholarly Activity section should include publications, grants, or presentations as well as a description of current scholarly or creative projects in progress. The section on Advising could include information about the average number of advisees with whom you work, results from a survey of your advisees, and/or a statement describing your philosophy of advising.**
- 7. Regarding scholarly publications or presentations, you should include copies or offprints of these in the portfolio. If you have several papers you have published or presented and including them all would crowd the binder, you could include a few sample papers (perhaps the papers that you think will be most impressive to those who review your portfolio).**
- 8. If you have had an article, book chapter, or book accepted for publication but it has not been published yet, be sure to include a letter from an editor or publisher notifying you of acceptance. Without this evidence, your claim to publication could be questioned. In general, keep in mind that the purpose of your portfolio is to present your professional growth while at Muskingum in a convincing way. This requires providing supporting evidence.**
- 9. Finally, keep in mind that your full review portfolio is a “portrait” of your work during your years at Muskingum. To the extent possible, your materials should convey a sense that your growth as teacher, scholar or creative artist, and member of the campus community has been steady and sustained over the period under review.**