BELMONT UNIVERSITY

Format for T&P Portfolio Applications

The University Tenure, Promotions, and Leaves committee requests that all applications for tenure and promotion be submitted electronically.

What follows are the format guidelines for the electronic tenure and promotion portfolio applications. These formatting guidelines should be used in conjunction with the detailed instructions given in the Faculty Handbook (Sections 2.8.1 and 2.9.4) for constructing your application file. This document does not replace the detailed descriptions in the Handbook.

All material should be submitted in pdf format. Related documents should be combined into single pdfs, but the information should be indexed so that it is easily accessed. Individual pdf documents should be placed in five folders as outlined below. The five folders may then be placed on a flash drive and submitted to the Provost’s office.

Folder 1: Application, CV, and letters

A. Your official letter of application addressed to the President, Provost, and TP&L Committee.
   1. Be certain to state exactly what you are applying for. (Example: “promotion to Associate Professor with tenure”)
   2. State your date of employment at Belmont, date of your last promotion (if applicable), and whether you have been granted any credit toward promotion. (This must also be documented in your contract.)
   3. Summarize how you have satisfied the position specifications and how you have the potential to fulfill the duties and responsibilities for that rank. (For this and all materials, see Faculty Handbook for complete requirements.)

B. Curriculum Vitae

C. Letters of Recommendation
   1. Dean’s letter
   2. College-level TP&L Committee letter where appropriate
   3. Chair’s or Associate Dean’s or Program director’s letter as appropriate
   4. Colleague’s letter
   5. Outside referee’s letter (if applicable)

D. Contracts and Reviews
   1. A copy of your contract showing eligibility for promotion and/or tenure. Be sure to black out salary data.
   2. 1, 3, and 5 year reviews if available

Folder 2: Teaching

E. Teaching
   1. Reflective narrative on teaching
   2. Listing of courses taught
   3. Listing of any teaching awards, Teaching Center participation, off-campus workshops and conferences about teaching, and/or any other activities concerning teaching or its improvement
   4. Representative syllabi (only one per course, unless the course changed in obvious and significant ways)
   5. Documentation (copies of teaching awards, evidence of participation in teaching improvement luncheons or other workshops and activities related to teaching or its improvement may be

University TPL Committee
Spring 2018
F. Instructional Evaluations
   1. Reflective narrative on teaching evaluations
   2. Evaluations: University teaching evaluations (for a minimum of two years immediately prior to application; submit original evaluation report, not summary or presentation of data), any evaluations of teaching conducted by supervisors, any personal reflections on feedback from peer observation process; do not include the actual formative evaluation from your peer observer—just your reflection on the feedback you received.

Folder 3: Scholarship

G. Scholarship
   1. Reflective narrative on scholarship
   2. Listing of scholarship, clearly labeled and arranged by type (with headings for Scholarship I, Scholarship II, and Scholarly and Creative Activity; see Faculty Handbook 2.7.2 and Appendix A and, if relevant to your application, Appendix B)
   3. Documentation (should be limited, focused, and labeled to show a clear connection to the scholarship listed above, i.e. title pages, tables of contents, etc. Full articles, chapters, programs, and other longer documents may be included in the Appendix [Folder 5], but please limit to what is pertinent and necessary; see Folder #5, bullet 2, below, for further information).

Folder 4: Service

H. University Service, all types and levels (if relevant, off-campus Professional/Academic Service)
   1. Reflective narrative on service
   2. List of committees and other service
   3. Documentation of service (if this exceeds a set of forms signed by committee chairs, you may include additional documentation in the Appendix [Folder 5])

I. Report of Church and Community Involvement
   1. Reflective narrative on church and community involvement
   2. List of church and community involvement
   3. Documentation

Folder 5: Appendix – Additional Documentation

>{{The Appendix folder should begin with a separate document indexing the additional documentation and explaining the relevance of each item to a required item above.}}

>{{Please do not include more material than is requested. If there is an item that you regard as crucial to your application that has not been requested, and you believe you must include it, please note the following statement from the Faculty Handbook: “Candidates ... are advised to be judicious and reasonable, not excessive, in submitting documentation.”}}

>{{Do not include teaching materials or video slides from classes, community, or academic presentations.}}

>{{If programs or publications are included, provide only the pages necessary to establish your involvement.}}

>{{Please do not include letters or thank you notes from students.}}

University TPL Committee
Spring 2018