

**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 3.2.1 and 3.3.4) for constructing your application file, which should reflect the Belmont Mission, Vision, and Values. 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: Tell us who you are as a teacher, including the evolution of your teaching philosophy, your efforts toward inclusivity of students from all backgrounds in your classroom, ways you have addressed diversity of perspectives in your courses, course development, the integration of your scholarship into your teaching, and the outgrowth of service initiatives from your teaching, addressing each as appropriate. Limit to no more than 1500 words (excluding charts, tables, etc.).
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 included in Appendix [Folder 5], but please limit to what is pertinent and necessary; see Folder #5, bullet 2, below, for further information)

F. Instructional Evaluations

1. Reflective narrative on teaching evaluations: Identify strengths and areas for improvement as indicated by trends in your evaluations, and reflect on measures you have taken to strengthen your teaching. Limit to no more than 1500 words (excluding charts, tables, etc.).
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: Describe your area(s) of scholarship, identify the category or categories of your scholarship according to Boyer's model, your scholarship agenda, and identify notable achievements. Limit to no more than 1500 words (excluding charts, tables, etc.).
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* 3.1.4 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: Describe your contribution to the ongoing work of the University at the department, school, college, and/or university levels, and off-campus professional/academic service if relevant. Identify notable achievements such as exemplary

committee service and/or the implementation of high-impact projects or programs. Limit to no more than 1500 words (excluding charts, tables, etc.).

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: Indicate participation in civic and church communities and in initiatives not directly tied to employment at Belmont. Limit to no more than 1500 words (excluding charts, tables, etc.).
 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.