**University of Wisconsin-Whitewater**

**PORTFOLIO**

**Content and Organization**

**For Promotion to Professor**

**Organization**

1. Content and Organization of the Portfolio

**Cover Page**

1. Cover Page for Promotion to Professor - completed

**Portfolio Policies and Procedures**

1. Review, Decision, and Recommendation Timeline

2. Selected Faculty Personnel Rules

**Missions and Promotion Standards**

**University Mission Statement and Standards have been provided. All other applicable Standards must be added to the portfolio.**

1. University of Wisconsin-Whitewater Mission Statement

2. College Mission Statement (Obtained from the Constituency Dean)

3. Department Mission Statement (Obtained from the Department Chair)

4. University of Wisconsin - Whitewater Tenure and Promotion Standards

5. College Promotion Standards with Procedures, Methodology and Quality Indicators (Obtained from the Constituency Dean)

6. Department Promotion Standards with Procedures, Methodology and Quality Indicators (Obtained from the department chair)

**Frequently Asked Questions**

1. Frequently Asked Questions – Promotion to Professor

**Curriculum Vita**

1. Updated and replaced prior to submission of the portfolio

**Promotion to Professor**

**Documentation to be included in the Portfolio:**

Per UW-Whitewater Faculty Personnel Rules (III, F, 3):

For each year period presented in the portfolio, the following basic documentation should be included:

a. Updated table of contents with blanks for signatures from the faculty member and all reviewing bodies attesting to the integrity of the portfolio’s contents as listed in the table of contents.

b. Updated vita

c. Document of Intent

d. Faculty member’s narrative

e. Performance Evaluation Form prepared by candidate, using standard classification of performance data

f. Department evaluation

g. Reports of Decision(s)

h. Reports of Recommended Action

i. Representative evidence of teaching/job performance, research/creative activities, and professional and public service activities. The evidence included in the portfolio shall be representative, and thus, limited to one or two examples in each category for each year of review.

However, the faculty member should have complete documentation available upon request.

*(It is suggested that this evidence include:*

*1. Summary of Evaluation of Instruction for all courses taught during the previous two years*

*2. Peer Reviews of teaching during the previous academic year)*

j. Any documents produced through an appeal process or other reviews should be included in the portfolio

**These Items are added after the Department Review.**

1. Report of Decision (added by the department after review)1

2. Reconsideration Report of Decision (Added by the department following reconsideration of a negative decision, if applicable)1

3. Report of Recommended Action (added by the Constituency Dean)2

4. Report of Recommended Action (added by the Constituency Standards Committee)2

5. Report of Recommended Action (added by the Provost & Vice Chancellor for Academic Affairs)2

6. Report of Decision (added by the Chancellor)

**Post Tenure Year 1 - Resources**

1. Faculty Reappointment, Promotion and Tenure Routing Form

2. Signed Document of Intent

3. Narrative Statement

4. Performance Evaluation Form (using the standard classification of performance data)

5. Summary for Evaluation of Instruction for all courses taught

6. Peer Reviews of Teaching (if applicable)

**Post Tenure Year 2 - Resources**

1. Faculty Reappointment, Promotion and Tenure Routing Form

2. Signed Document of Intent

3. Narrative Statement

4. Performance Evaluation Form (using the standard classification of performance data)

5. Summary for Evaluation of Instruction for all courses taught

6. Peer Reviews of Teaching (if applicable)

**Post Tenure Year 3 - Resources**

1. Faculty Reappointment, Promotion and Tenure Routing Form

2. Signed Document of Intent

3. Narrative Statement

4. Performance Evaluation Form (using the standard classification of performance data)

5. Summary for Evaluation of Instruction for all courses taught

6. Peer Reviews of Teaching (if applicable)

**Post Tenure Year 4 - Resources**

1. Faculty Reappointment, Promotion and Tenure Routing Form

2. Signed Document of Intent

3. Narrative Statement

4. Performance Evaluation Form (using the standard classification of performance data)

5. Summary for Evaluation of Instruction for all courses taught

6. Peer Reviews of Teaching (if applicable)

**Additional Post Tenure Years should be added as applicable.**

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Documentation presented should be limited to evidence that would demonstrate the quality of work performed. More detailed information should be kept under separate cover for submission if requested by reviewing authority. A Table of Contents of supplemental material should be provided and tabs may be used to identify materials.

1A faculty member may submit a written rebuttal to the department’s Report of Decision. Within 3 (three) business days of the emailed date of the Report of Decision, the faculty member must notify the review party of the intent to write a rebuttal. The rebuttal must be received within 7 (seven) business days after the emailed date of the Report of Decision being rebutted. Such rebuttals shall be placed in the portfolio behind the Report of Decision being rebutted. (UW-Whitewater Faculty Personnel Rules III, D)

2A faculty member may submit a written rebuttal to any and all Reports of Recommended Action. Within 3 (three) business days of the emailed date of the Report of Recommended Action, the faculty member must notify the review party of the intent to write a rebuttal. The rebuttal must be received within 7 (seven) business days after the emailed date of the Report of Recommended Action being rebutted. Such rebuttals shall be placed in the portfolio behind the Report of Recommended Action being rebutted. (UW-Whitewater Faculty Personnel Rules III, D)

If you have questions, please contact your department chair or the Office of the Provost (ext. 1099).