College of Arts and Sciences
Preparing the Factual Record [Tenure-Track Faculty]
or Portfolio [Non-Tenure Track Faculty]

Introduction

The purpose of the Annual Review for promotion is for senior faculty to evaluate the progress of every faculty member toward the next higher rank. The evaluation is based upon a report prepared by the faculty member whose record is being considered. This report is essentially an annotated, expanded version of the curriculum vitae (c.v.), and it should include all relevant career accomplishments to date, including significant activities (such as previous employment or professional service) carried out before the individual was hired in the current position. All newly-hired faculty should begin compiling information for this report in the first year of employment, and a file of all activities should be maintained in order to facilitate updating it early in each spring semester.

In accordance with the campus Procedures Concerning Tenure and Promotion, for faculty in tenure-track and tenured positions this annual report is called the Factual Record, and it also includes a regular c.v., listing the same information but without annotation. In accordance with the campus Guidelines to Promotion for Non-Tenure Track Faculty, for NTT faculty this report is called a Portfolio, and it includes the same detailed list of accomplishments as the Factual Record, a C.V., and documentation of the accomplishments. The documentation is not normally submitted for a regular Annual Review, but is required for the dossier of a case which is under consideration for a promotion vote. The Procedures and Guidelines are posted on the Academic Affairs website, under “Policies and Documents,” and are also posted on the College ATP Resources webpage.

How to Prepare the Factual Record or Portfolio List of Accomplishment

1. The Factual Record for tenure-track faculty should be organized according to the outline given in the Procedures, Appendix II. The Portfolio should be organized according to the outline given in the Guidelines, Appendix II. Any accomplishment which does not fall under one of the categories listed may be included in “Other,” and it is also acceptable to create additional subheadings as needed. In the candidate’s document, the descriptive names of the categories should be abbreviated to a few words.

2. Under each heading, items should be listed in reverse chronological order, i.e., current or most recent first.

3. The font size should be 12 points, using a standard font such as Arial, Times Roman, or Calibri. The document should be prepared in Word or another program that allows editing, since there will be changes and additions to the document over time. Formatting should be kept simple, and extra spacing and indentations should be used.
only to improve clarity of understanding for the reader, not to try to make the document seem longer.

4. Information should be submitted for all relevant items. If an item is not applicable, the notation “n/a” should be inserted at that point, rather than simply omitting the item. This helps the faculty member and the Annual Review Committee keep track of categories that may need more attention.

5. Each entry should be followed by a description of 1-2 sentences, explaining the significance or impact of the accomplishment. (Examples: a newly-designed course, making a presentation at a highly competitive conference, one of three people selected from a national pool of applicants, etc.)

6. Activities that have been carried out more than once must be grouped together in one listing, rather than making multiple repetitive entries. (Example: under Service to the Department: Department Curriculum Committee, Chair of Committee, 2010-12; Committee Member, 2012-15, 2008-09.)

7. The Factual Record should not include activities that are normally considered routine departmental citizenship, such as attendance at department meetings or participation in Commencement.

8. There is a maximum page length for the tenure-track Factual Record; please consult the Procedures for the current maximum. This applies to the number of pages submitted, not double-sided sheets. There is no maximum length for the Portfolio list of accomplishments, or for the appended documentation, but reasonable limits should apply. Candidates for NTT promotion who have a record exceeding 30 pages for either the listing or the documentation should consult with their Department Chair or with the Dean’s Special Assistant for Promotion and Tenure. No maximum length is established for the C.V.

9. For both tenure-track and NTT faculty, once the promotion dossier leaves the department, it will be evaluated on the College and campus levels by faculty who may not be familiar with the candidate’s specific discipline. The listing of accomplishments and documentation should therefore be presented in a way that enables a reader outside of that discipline to understand the significance of the candidate’s record.

Preparing the Curriculum Vitae (C.V.) for the Annual Review

Many faculty want to be creative with their c.v., to reflect their individual personality or expectations of their discipline (such as leading with a bio listing notable teachers, for a musical performer). It is recommended, however, that the faculty member maintain a separate c.v. for the Annual Review which is consistent with the order of information as listed in the Factual Record or Portfolio listing. This will be very helpful for the Unit Committees, in comparing the short and long versions of the same information.
Documentation for the NTT Portfolio

The documentation for an NTT Portfolio provides concrete evidence of innovations that are described in the listing of accomplishments. It serves a similar function as research publications that would be provided to external reviewers in a promotion case for a tenure-track faculty member. In other words, it is not enough to say that there has been innovation, there has to be something to back it up.

It is also true for NTT promotions that evidence of impact on the discipline (in terms of pedagogy, research, or clinical practice) is extremely important. This means that innovations which have had the most far-reaching impact, such as presentations at conferences, will be given more weight than contributions on a more limited scale, such as the revision of a single course. The documentation provided should emphasize accomplishments which correspond to the criteria for promotion articulated in the *College of Arts and Sciences Policy on NTT Faculty Promotion* (posted on the College ATP Resources webpage).

There should be a single-page cover sheet for the documents submitted, identifying them and giving a very brief explanation of their significance. Some successful dossiers have focused on a few significant individual projects, giving extensive evidence for each one; other dossiers have included documents regarding a broad range of activities. It is up to the candidate to decide which approach to take, but in all cases, the selection of items to include should be focused on quality, not quantity. For example, if there is a syllabus that reflects an innovative course developed, the documentation should consist of a relevant excerpt, such as the course description and statement of learning outcomes, rather than pages that list daily assignments.

At any stage of the process of compiling a Factual Record or Portfolio, faculty members should not hesitate to ask questions of the Department Chair. Questions may also be addressed to the Special Assistant to the Dean for Promotion and Tenure, Dr. Jeanne Zarucchi, at zarucchi@umsl.edu.

Compiled by Jeanne M. Zarucchi
Special Assistant to the Dean
August 2016
Revised September 2017