## PROMOTION DOCUMENT TEMPLATE

Instructions

The purpose of this template is to provide an outline of elements and sections that can be included in a promotion document. Note, candidates will only include applicable sections in their actual Promotion and Tenure document and should delete the irrelevant headings. In addition, candidates should delete these first two instruction pages. The section titled A. SUMMARY STATEMENT should be the first page in this document and it should begin on page 2 (so you may need to modify the page numbering to begin on page 2).

Portfolio

In addition to the promotion and tenure document, each candidate should also prepare a portfolio. The purposes of the Promotion and Tenure portfolio are to: 1) archive your accomplishments, 2) provide supporting appendices for your P&T document, and 3) provide explanatory material for the department head or the dean when they present candidates to the Area or University Committees.

The content of the portfolio is to include publications that are listed in their Promotion and Tenure document. The contents of the portfolio should match the entries in the P&T document, i.e., there should be a portfolio entry for each publication listed on the P&T document. Please arrange the portfolio so that there are tabs to start a new section for each of the following publication types:

1. Full articles in refereed journals
2. Short communications, letters, notes or briefs in refereed journals
3. Conference or symposium proceedings papers
4. Conference summaries or abstracts
5. Editor of refereed journal
6. Books
7. Chapters in books
8. Book reviews
9. Government, university, industrial reports and standards
10. Publications in trade journals
11. Publications in popular press/magazines
12. Invited publications and scholarly presentations
13. Other submitted publications and editorial contributions

At a minimum, each entry in the portfolio should include: 1) the journal/book/conference proceedings cover page, 2) the editorial board list, and 3) the table of contents. In the case of journal articles, conference papers, conference summaries/abstracts, book chapters, book reviews, reports (government, university, and industrial), and invited publications, please also include the first page of the publication. In the case of invited publications and scholarly presentations, please include documentation, such as the invitation letter, nature of the talk, audience, etc., such that the reviewer can better understand how these activities demonstrate national and/or international recognition.

It is recommended to compile the materials in one binder (not 2 or 3 volumes) **since** hiring on the tenure track (for assistant professors) or since last promotion (for associate professors) – complete – for the Primary Committee. ONLY documentable materials are to be included. It is suggested that you assemble two copies: one for you with all the original documents, which can be full length, and one for the department head with the key information listed above.

**Portfolio Use**

The print-based portfolio binder created by the candidate is used by the Primary Promotion Committee during its deliberations within the department. If the candidate is affirmed for promotion and/or tenure and her or his materials are sent on to the Area Committee for consideration, the candidate P&T document and the portfolio must be digitized and uploaded to SharePoint for review by the Area Committee members.

**It is the candidate’s responsibility to ensure that an accurate and professional PDF version of the P&T document and portfolio are prepared in sufficient time to meet the P&T deadlines.** Once created, the department will upload the candidate’s materials to the Area Committee SharePoint site.

It is recommended that the candidate create a single PDF file of the P&T document and a single PDF file of the portfolio. It is imperative that there be consistency between the P&T and portfolio as noted above.

The print-based binder is retained by the department head and used to assist in the presentation of the candidate to the Area Committee. If the candidate is affirmed and moves beyond the Area Committee, the print-based binder is passed on to the Dean for use in preparing the presentation of the candidate to the University Promotions Committee.

*(Delete this line and everything prior to it before finalizing your document)*

The first page on every promotion and tenure packet is the Cover Page—President’s Form 36. The candidate does not complete this form. Please provide the following information to aid your Department Head in completing the Form 36.

1. Name as it appears on your current contract
2. Current rank and the year you achieved that rank
3. List of degrees earned, the institutions where you received them, and the year received.
4. Penultimate year (Assistant to Associate or Associate Tenure only)

(Your Department Head will replace this page with the Form 36)

1. SUMMARY STATEMENT
2. GENERAL INFORMATION

B. 1 Name

B. 2 Degrees

B. 3 Positions at Purdue

B. 4 Positions at other institutions or organizations

B. 5 Licenses, registrations, and certifications

1. Date, name of license, registration, or certification, and if applicable, any recertification dates
(Optional: brief description of certification process or significance)

B. 6 Honors and awards

a. Date, award, and awarding agency
(Optional: brief description of significance)

B. 7 Memberships in academic, professional, and scholarly societies

C. SCHOLARSHIP OF LEARNING, DISCOVERY, AND ENGAGEMENT

 C. 1 Candidate’s statement reflecting on his or her scholarship

D. PUBLICATIONS

D. 1 Optional summary paragraph on the nature of the publications

D. 2 Full articles in refereed journals

D. 3 Short communications, letters, notes or briefs in refereed journals

D. 4 Conference or symposium proceedings

D. 5 Conference summaries or abstracts

D. 6 Editor of refereed journal

D. 7 Books

D. 8 Chapters in books

D. 9 Book reviews

 D. 10 Government, university, industrial reports and standards

 D. 11 Publications in trade journals

 D. 12 Publications in popular press/magazines

 D. 13 Invited publications and scholarly presentations

 D. 14 Other submitted publications and editorial contributions

E. TEACHING & LEARNING ACTIVITIES

E. 1 Candidate’s own statement of contributions to learning

E. 2 Curricular innovations such as new programs, minors, courses, etc.

E. 3 Courses taught at Purdue

E. 3. a Courses taught in the last three years

(1) Semester, year

(2) Course number, course title, number of sections, enrollment

 E. 3. b Other courses taught at Purdue

 (1) Course number, title, years taught

E. 3. c Courses taught at other institutions while Purdue faculty

(1) Course number, title, institution, location; years taught

E. 4 Teaching scores summary table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course number(s) taught** | COT 101 | COT 101 | COT 101 | COT 202 | COT 303 | COT 303 |
| **Semester and year** | Sem/yr | Sem/yr | Sem/yr | Sem/yr | Sem/yr | Sem/yr |
| **Total Number of respondents/Enrollment** | ## | ## | ## | ## | ## | ## |
| Individual or department question 1 | score | score | score | score | score | score |
| Individual or department question 2 | score | score | score | score | score | score |
| Individual or department question 3 | score | score | score | score | score | score |
| Individual or department question 4 | score | score | score | score | score | score |
| Individual or department question 5 | score | score | score | score | score | score |
|  ... |  |  |  |  |  |  |
| University core Question 1 |  |  | score |  |  | score |
| University core Question 2 |  |  | score |  |  | score |

E. 5 Undergraduate special projects directed

E. 6 Short courses, workshops, guest lectures and seminars delivered

E. 7 Courses significantly modified at Purdue

E. 8 Global initiatives in learning

E. 9 Grants and contracts related to learning (listings for all grants, proposals, and gifts should be consistent with the form found in Appendix B of the document handbook)

E. 9. a Agency/Title of Grant
Duration of funding (dates):
Total amount of award:
Candidate’s role:
If co-PI, total funding for which candidate is directly responsible:

E. 10 Donations received to facilitate learning

E. 11 Contributions to learning space development

E. 12 Other significant contributions on teaching and learning

**F. DISCOVERY ACTIVITIES**

 F. 1 Candidate’s own statement of contributions to discovery

 F. 2 Discovery programs underway

 F. 3 PhD and MS thesis and directed project committees, chair or member

 F. 4 Graduate or undergraduate student research mentoring

 F. 5 External grants and contracts awarded

F. 5. a Agency/Title of Grant
Duration of funding (dates):
Total amount of award:
Candidate’s role:
If co-PI, total funding for which candidate is directly responsible:

 F. 6 Internal grants and contracts awarded

 F. 7 Submitted proposals (in review)

 F. 8 Unfunded proposals

 F. 9 U.S. and international patents awarded

 F. 10 U.S. and international patents submitted

 F. 11 Contributions to technology transfer

 F. 12 Donations received to facilitate discovery

 F. 13 Contributions to discovery space development

 F. 14 Global initiatives in discovery

 F. 15 Other significant contributions to discovery

**G. ENGAGEMENT ACTIVITIES**

G. 1 Candidate’s own statement of contributions to engagement

 G. 2 Technical Assistant Program activities

 G. 3 Faculty internships

 G. 4 Short courses and workshops

 G. 5 Engagement grants and contracts (listings should be consistent with the form found in Appendix B of the document handbook)

G. 5. a Agency/Title of Grant
Duration of funding:
Total amount of award:
Candidate’s role:
If co-PI, total funding for which candidate is directly responsible:

 G. 6 Consulting arrangements

 G. 7 Invited presentations

 G. 8 Other industry interactions

 G. 9 Diversity and climate activities

 G. 10 Outreach activities

G. 11 Appearances in media interviews and other coverage

 G. 12 Donations received to facilitate engagement

 G. 13 Other major engagement activities

**H. SERVICE ACTIVITIES**

H. 1 Candidate’s own statement of contributions to service

 H. 2 Committee assignments in the Department, College, and/or University

 H. 3 Administrative duties at Purdue

 H. 4 Leadership in professional societies or organizations

 H. 5 Service to government or professional organizations

 H. 6 Diversity and climate activities

 H. 7 Mentoring of faculty

 H. 8 Mentoring or advising of students (individuals or organizations)

 H. 9 Other major service activities

**LETTERS OF EVALUATION**

1. **Reviewers External to the University** *Provided by the Department Head*

A. 1 List of all external reviewers solicited for an evaluation and brief background
information

A. 2 Sample letter to external reviewers

A. 3 Signed External Letters as submitted