PURDUE UNIVERSITY
COLLEGE OF TECHNOLOGY

Promotion and Tenure Portfolio

Purpose

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.

Contents

Candidates are to assemble a portfolio of all Publications that are listed in their Promotion and Tenure document (see *D. Publications* in the Promotion and Tenure Handbook and/or P&T Template). 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.