

Mid-Tenure Review Portfolio Checklist

As outlined in the *Mid-Tenure Review Guidelines*, the candidate is expected to provide evidence in the three assessment areas: teaching, scholarship, and service. The candidate's portfolio should contain the following items:

- _____ Curriculum vitae
- _____ Annual Reviews

Teaching

- _____ Personal statement about teaching, including descriptions of courses newly developed or substantially changed
- _____ Student evaluations
- _____ Letters from former students (*if applicable*)
- _____ Syllabi
- _____ Samples of class assignments
- _____ Samples of student work such as graded papers, projects, or exams
- _____ Audio/visual recordings of classes (*if applicable*)
- _____ Reports from classroom visits
- _____ Grade distributions

Scholarship

- _____ Personal statement about scholarship, including plans for future research
- _____ Copies of work that is published, in press, or under review, or has been presented at professional conferences
- * Outside reviews by scholars with expertise related to the candidate's research (*solicited by the review chair*)

Service

- _____ Personal statement about service
- _____ List of all relevant committees and other service appointments, which specify positions related to program development, student advising/mentoring, and consulting
- * Letters from faculty and other persons inside or outside the University (*may be solicited by the committee*)