APPENDIX I: CURRICULUM VITAE

NAME OF FACULTY MEMBER
Date of This Vita
PLEASE PROVIDE INFORMATION IN REVERSE CHRONOLOGICAL ORDER

Education

Ph.D. (or highest degree)	Year	Subject and institution
M.A.	Year	Subject and institution
B.A.	Year	Subject and institution

Employment

Title, institution/business name, dates of employment

Dissertation

Title of dissertation, date and name of director

Refereed Publications or Other Creative Achievements

Published or completed works (accepted or in press) only. Works still "in progress" should be included under the category "Scholarly Works in Progress")

1. Books (give author(s),* title, press, date of publication and page numbers)
   a) Authored
   b) Edited

2. Chapters (give author(s),* title, press, date of publication and page numbers)

3. Articles (give author(s),* title, journal, date and page numbers)

4. Book reviews (include full publication data)

6. Completed exhibitions, performances, productions, films, etc. (describe nature of accomplishment, location, dates, etc.)

7. Completed compositions, scripts, scores, commissions, etc. (accepted or installed).

8. Other

* *Give author(s) name(s) in same order as they appear in the publication.*

Non-Refereed Publications or Other Creative Achievements

1. Books (give author(s),* title, press, date of publication and page numbers)
   a) Authored
   b) Edited

2. Chapters (give author(s),* title, press, date of publication and page numbers)

3. Articles (give author(s),* title, journal, date and page numbers)

4. Book reviews (include full publication data)

5. Completed works (accepted or in press) (Be specific, i.e., author(s),* title, press or journal, chapters completed or title of article, number of pages and expected date of publication.)

6. Completed exhibitions, performances, productions, films, etc. (describe nature of accomplishment, location, dates, etc.)

7. Completed compositions, scripts, scores, commissions, etc. (accepted or installed).

8. Other

* *Give author(s) name(s) in same order as they appear in the publication.*

Presentations at Professional Meetings

(include meeting name and professional organization, place, date, title of paper, poster, etc., and publication info, if appropriate.)

Honors, Grants, and Fellowships

(List all fellowships and financial support for research and scholarship, both internal and external, indicating period of award and amount awarded and whether principal investigator, co-principal investigator, or other role.)

Other Research and Other Creative Achievements

(See II.E.2)

Other Teaching, Mentoring and Curricular Achievements

(See II.E.3)

Other Community Outreach Achievements
(See II.E.4)

Scholarly Works in Progress

(and expectations as to when each will be completed and in what form it will appear)

Significant Professional Development Activities

Governance and Other Professionally Related Service

Governance Activities for the University, College, Department

(committees, internal lectures of popular nature, etc.)

Professionally-related Service

(List membership, committee service, offices held, editorial boards, etc.)

Memberships in Professional Societies

APPENDIX II

Appendix II consists of the following items:

1. Sample 30-day Notification Letter

2. Report on External Letters

3. Sample Letter to External Evaluators for Tenure and Promotions to Associate Professor and Full Professor

4. Sample Letter to Evaluators outside the Department for Promotion of NTTF

1. SAMPLE 30-DAY NOTIFICATION LETTER

THE DEPARTMENT CHAIR SHALL SEND A LETTER TO EACH CANDIDATE ELIGIBLE FOR EVALUATION FOR REAPPOINTMENT AND/OR PROMOTION THIRTY DAYS IN ADVANCE OF THE COMMENCEMENT OF THE EVALUATION PROCESS.

THE FOLLOWING ITEMS SHOULD BE INCLUDED IN YOUR LETTER AND YOUR LIST OF REQUESTED MATERIALS:

I write to inform you that you are eligible for consideration for (promotion and/or tenure). The evaluation will commence in thirty (30) days.

For use in your evaluation, please forward to me, within the 30-day period specified above, the following materials:

1. Curriculum Vitae;

2. list of names and addresses of potential external evaluators*;

3. list persons whom you would consider negatively prejudicial;

4. any other supporting materials, copies of articles, books, course syllabi, student evaluations.

**External letters are required only for those faculty who are being considered for tenure or promotion to associate or full professor.*

2. REPORT ON EXTERNAL LETTERS*

Attach one sample letter of solicitation and all responses to this sheet. All letters received must be forwarded with promotion materials. A minimum of three letters is required.

A.	Referees Suggested By Candidate (List Institutional Affiliation) Relationship**	Date Letter Sent	Date Response Received

[at least 1 letter must be included from this category]

1.

2.

3.

4.

B.	Referees suggested by Dept., Relationship or Dean or other Evaluating Body	Date Letter Field of Expertise*	Date Response Sent	Received

[at least 1 letter must be included from this category]

1.

2.

3.

4.

C. Referees who the candidate has listed as possibly negatively biased sources.

- Letters not solicited by the department/professional school or letters from within the University are not considered within this category.

** For each name give relationship to candidate (e.g., dissertation advisor, former teacher or colleague, co-author, etc.) or referee's particular expertise.

3. SAMPLE LETTER TO EXTERNAL EVALUATORS FOR TENURE AND PROMOTIONS TO ASSOCIATE PROFESSOR AND FULL PROFESSOR

(NOTE: Significant deviations from this form must be approved by the Dean and Provost/Vice President.)

Dear (name of evaluator):

The (name of Department) of the (name of College or School) of Portland State University is considering whether it should recommend (rank and name) for promotion to the rank of (Associate Professor, Professor) (with tenure) effective (date).

To assist the Department in such considerations, and for the information of the subsequent levels of review within the University should the department recommend the action, the University requires that written evaluations be obtained from multiple and credible sources in the candidate's scholarly or creative field outside the University.

I am writing to request a letter giving your assessment of the quality and significance (see Portland State University's Promotion and Tenure Criteria enclosed) of Professor 's scholarship**.** Your letter will become a part of the file and will be available for review by the affected faculty member.

For your information I am enclosing a copy 's vita. (I am enclosing of Professor

reprints.) Since our deliberations must be concluded by (date), I would appreciate your earliest response. If you are unable to respond by that date, please let me know as soon as possible.

While severe budgetary constraints prevent us from offering you an honorarium, I do hope that you will agree to participate in this important part of our review. Let me express in advance our deep appreciation for your assistance.

Sincerely,

Name
Title

Enclosures
(attach c.v.)
(attach reprint list, if any)
(attach a copy of the departmental and University criteria)

Candidate's Name _____

4. SAMPLE LETTER TO EVALUATORS OUTSIDE THE DEPARTMENT FOR PROMOTION OF NTTF

(NOTE: Significant deviations from this form must be approved by the Dean and Provost)

Dear (name of evaluator):

The (name of Department) of the (name of College or School) of Portland State University is considering whether it should recommend (name) for promotion to the rank of (rank) effective (date).

To assist in the review of candidates for promotion, the University requires that written evaluations be obtained from multiple and credible sources outside the department.

I am writing to request a letter giving your assessment of the quality and significance of (name's) professional activities**.** Your letter will become a part of the file and will be available for review by the affected faculty member.

For your information I am enclosing a copy of (name's) vita (and when agreed, additional materials.) Since our deliberations must be concluded by (date), I would appreciate your earliest response. If you are unable to respond by that date, please let me know as soon as possible.

I do hope that you will agree to participate in this important part of our review. Let me express in advance our deep appreciation for your assistance.

Sincerely,

Name
Title

Enclosures
(attach c.v.)
(attach additional materials, if any)
(attach a copy of the departmental criteria)

Candidate's Name _____

APPENDIX III

APPENDIX III consists of the following items:

1. Routing of recommendations

2. Appraisal signature sheet and recommendation form

3. Academic professional appraisal signature sheet and recommendation form

1. ROUTING OF RECOMMENDATION

A timetable will be established each year by the Office of Academic Affairs to ensure that each level of review will have sufficient time for responsible consideration of tenure and promotion recommendations. The responsibility for deferrals owing to late recommendations must be with the delaying body.

New or amended promotion and tenure guidelines incorporating specific departmental criteria and evaluation procedures shall be submitted for approval by the Office of Academic Affairs or appropriate Vice President. When approved, copies shall be distributed to departmental faculty, the Academic Dean, and the Provost or appropriate Vice President. If the departmental guidelines are found not to be in compliance with University guidelines, they will be returned to the department for review and alteration. If revised guidelines are not returned to OAA within 30 days of return to the department, the Provost or Vice President will modify the guidelines only for the purpose of bringing them in compliance with the University guidelines.

Using the annual Promotion and Tenure schedule printed by OAA:

A minimum of six weeks from notification to faculty of eligibility by the department chair, the Departmental Committee shall send its recommendations to the department chair.

Two weeks from this date the department chair shall notify each faculty member of his/her recommendation and that of the Departmental Committee.

The department chair shall send the Departmental Committee's and his/her recommendations (except those being reconsidered) to his Academic Dean. This allows two weeks during which faculty members may request a reconsideration of the recommendation.

Three weeks after receiving the departmental recommendation, the Academic Dean shall send his/her recommendations to the Provost or Vice President.

2. APPRAISAL SIGNATURE SHEET AND RECOMMENDATION FORM

For implementation in the forthcoming Academic Year 20_____

Name _____
Last First Middle

College or School/Department _____

Date of First Appointment at PSU _____ Current Rank_____

Date of Last Promotion _ Tenure Status _____
(Fixed Term or Annual or Tenured)

Total Tenure Related FTE _____
(complete for Annual appts. only)

FACULTY MEMBER IS BEING REVIEWED FOR: *please indicate with a check(s):*
____ PROMOTION TO _____ *(indicate rank)* **AND/OR** ____TENURE

Each voting member of the Departmental Committee and each reviewing Administrator is required to sign and indicate their vote or recommendation.
(For tenure recommendations, please use **P** to indicate positive, **D** to indicate deferral and **T** to indicate termination. For promotion recommendations, please use **P** to indicate promotion or **D** to indicate deferral)
NOTE: When a faculty member is not being considered for **both** promotion **and** tenure, one of the **VOTE/REC** columns below should be left **blank.**

SIGNATURES COMMITTEE RECOMMENDATION:	**PROMOTION VOTE/REC**	**TENURE VOTE/REC**	**DATE**
COMMITTEE MEMBERS*:			

COMMITTEE CHAIR:

DEPARTMENT CHAIR:

Dean:

PROVOST/VICE PRESIDENT:

PRESIDENT:

*If more space is needed for committee membership, please attach an additional page.

I have been apprised of the recommendations indicated on this form and have been given the opportunity to review my file before its submittal to the Dean's Office.

Faculty Signature *Date*

3. ACADEMIC PROFESSIONAL APPRAISAL SIGNATURE SHEET AND RECOMMENDATION FORM

For implementation in the forthcoming Academic Year 20_____

Name _____
Last First Middle

College or School/Department _____

Date of First Appointment at PSU Current Academic Professional Level

_____

Date of Last Promotion _

FACULTY MEMBER IS BEING REVIEWED FOR:

PROMOTION TO *(indicate academic*

_____

professional level)

Each voting member of the Departmental Committee and each reviewing Administrator is required to sign and indicate their vote or recommendation.
Please use **P** to indicate promotion or **D** to indicate deferral)

SIGNATURES	**PROMOTION VOTE/REC**	**DATE**
COMMITTEE RECOMMENDATION:		
COMMITTEE MEMBERS*:		

COMMITTEE CHAIR:

DEPARTMENT CHAIR:

Dean:

PROVOST/VICE PRESIDENT:

PRESIDENT:

*If more space is needed for committee membership, please attach an additional page.

I have been apprised of the recommendations indicated on this form and have been given the opportunity to review my file before its submittal to the Dean's Office.

Faculty Signature *Date*