

## SENIOR FACULTY STATUS AND PROMOTION ADVISORY PORTFOLIO GUIDELINES

These guidelines are intended to make it easy for you to provide adequate information in one volume.

- I. Resume of educational and employment history
  - A. All higher education including dates for degrees—Do not include life history since elementary school.
  - B. Employment history including dates—specify full-time, part-time, adjunct, etc.
  - C. OBU employment history—number of years at OBU and the number of years at the present rank.
  - D. Professional memberships
  
- II. Professional work and achievements

Lists of publications, performances, papers read, workshops conducted, speeches made, judging done, arts shows entered, etc. Do not include copies of any of the above, or programs of performances. Briefly annotate any items which need further explanation.
  
- III. PS&S Reviews

Include only the most recent unless there is a specific reason for including an earlier one. Make sure that the review is dated. Include online evaluation data and student comments as well as peer evaluations. **The PS&S Review must be included in its entirety**. If you have concerns about the review contents, please discuss them with your Committee Chair. Use only the review copy that has the PS&S stamp.

No more than three syllabi should be included to represent the classes/courses reviewed.
  
- IV. Letters of recommendation

The Chair of your department or division will complete a letter stating you have met the requirements to stand for promotion or Senior Status. It should address any irregularity in length of service or other criteria related to the promotion standards

Other letters to include are:

  - A colleague who knows about your teaching
  - A colleague who has served on committees with you
  
- V. Community service

List organizations you belong to, services performed, church activities, etc.
  
- VI. Service to the University

List committees, offices in those committees, sponsorship of clubs, workshops and study groups attended, ad hoc committees, etc.
  
- VII. Items not to include
  - Thank you notes of a personal nature
  - Thank you notes which relate to activities which could have been listed in another category
  - Testimonials beyond letters already mentioned
  - Articles
  - Study guides
  - Books
  - Photographs

IX. Compilation procedure

A. One volume

B. Include index and section dividers with labeled tabs

The preceding is intended as a guide. Faculty members should carefully review the Faculty Handbook, section II-22-30 for promotion information, and II-31-35 for senior faculty status information. You may also find a colleague who would share his/her portfolio.