

Tenure and/or Promotion Portfolio Guidelines 2023-2024

The portfolio should be limited to approximately 25 pages for the primary document. Appendices may be attached as needed. However, judicious restraint should be practiced by the faculty member. The appendices should include only documentation deemed necessary to support statements made in the primary document. The quality of the content and the presentation of the portfolio will be thoroughly considered.

1. A brief introductory statement (1-2 pages) describing personal teaching philosophy, strategies, and objectives should be included.
2. Annual evaluations, which include student evaluation scores, the dean's / library director's comments, peer evaluations (optional) and any other optional evaluation instruments, should be included.

For promotion to Assistant Professor: All annual evaluations since the time of employment should be included.

For promotion to Associate Professor: The last four years of annual evaluations should be included.

For promotion to Professor: The last five years of annual evaluations should be included.

For Tenure: The annual evaluations which span the probationary period should be included.

3. Academic transcripts should be included if a degree, coursework, or a certification was completed after initial employment at RSCC. The transcript should be attached as an appendix.
4. The annual RSCC faculty evaluation process revolves around objectives relating to teaching, service/outreach, and scholarship/creative activities/research. Summaries of accomplishments organized into these categories should be included (4-6 pages total). For examples of documentation in these three areas, see Section IV. B. in the Roane State Academic Tenure Policy ([PA-22-01](#)). Supporting documentation (e.g., a sample syllabus, handout, etc.), should be included in the appendices.
5. A resume or an employment/academic history should be included (2-3 pages). This history should document the necessary academic credentials, work experience, years in rank, and years of college level instruction for promotion candidates. An effort should be made to distinguish part-time employment, adjunct experience, non-tenure track experience, etc.
6. Letters of support should be included only if necessary to document statements made in the portfolio. These should be placed in the appendices. Letters of recommendation from the dean should not be included; the dean's/library director's annual evaluation narrative is sufficient.