

given to each of the four categories may be determined by department and college tenure and promotion documents; however, greater weight shall be given to teaching and creative or scholarly activities than to service or collegiality. Successful performance in any or all of such categories does not guarantee or entitle the applicant to tenure and/or promotion.

5.03 All recommendations for reappointment, tenure, and/or promotion or assessment of progress toward such shall be based on the above categories and standards. Department- and college-specific requirements relating to these categories and standards must be approved by the Provost and Vice President for Academic Affairs. Although these documents will be provided to the faculty member at the outset of employment in a tenure-track position, it is the faculty member's responsibility to know these criteria.

## 6. FACULTY REVIEW PORTFOLIO

- 6.01 For a faculty member to be considered for promotion and/or tenure, the faculty member must prepare a Faculty Review Portfolio. The Faculty Review Portfolio may contain any information or materials that the individual deems pertinent for consideration. The department/school chair and college dean may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status.
- 6.02 For a faculty member to have an application considered for promotion and/or tenure, he or she must assure that the Faculty Review Portfolio contains a complete, accurate and truthful record of accomplishments that is organized under the following headings:
- a. Curriculum vita including at least:
- (1) Academic training
  - (2) Summary of work experience
  - (3) Scholarly and creative contributions (juried contributions must be listed separately)
  - (4) Funded grants (external and institutional grants must be listed separately)