NAME:

DEPARTMENT:

YEARS IN REVIEW:

Congratulations! You have made it to the point in your career where you are ready to apply for promotion to Associate Professor. This year you will submit an Annual Workload Reporting Form, but you will not submit an Annual Self Evaluation. Instead you will submit your promotion portfolio, including a narrative as prompted in this form.

The purpose of this review is to determine whether you meet the requirements for promotion to Associate Professor as explained in the University Faculty Handbook, chapter 4, section 7.2. For this review, the committee evaluates whether your teaching is consistently excellent, whether your scholarly or creative productivity is of sufficient quantity and quality, and how you have contributed to the overall functioning of the university through your service. To make these determinations, the committee will examine:

- Previous FPC evaluations letters
- Previous annual self evaluations
- Previous + current Annual Workload Report
- Course evaluations
- Course syllabi
- All letters submitted on your behalf (your department colleagues, other internal colleagues, external colleagues and former students)
- Current CV
- All other inclusions in your open file and your tenure portfolio

We ask that you write a narrative rather than fill in boxes. For each area of consideration, please explain your work and why you think your work satisfies the criteria for tenure and promotion. As relevant, discuss challenges you have faced and how you have overcome them. As well, please discuss what we might expect to see in the future, as you continue to hone your teaching skills.

1. **Teaching Excellence:** Discuss what makes you a consistently excellent teacher. Refer to the products in your file (e.g., syllabi and course learning objectives, course evaluations) to support your discussion. Explain how your work and mentorship, for example, helps your students achieve their goals. Highlight your successes and explain how you’ve faced up to and overcome challenges. What goals do you have for your teaching as you move into the next phase of your career?

2. **Scholarship.** Discuss your scholarship goals, products/outcomes, and noteworthy accomplishments. Make it clear that you met the requirement of “one peer-reviewed publication or its equivalent along with evidence that your scholarly work will continue, post tenure.” As you know, at Pacific University, we recognize that scholarship takes many forms and your entire scholarly portfolio may contain alternative forms of scholarship. As you discuss your scholarly work, make sure the committee has what it needs to properly evaluate the quality of your work. What goals do you have for your scholarship as you move into the next phase of your career?

3. **Service to the college, university, and community.** Universities run, in no small part, on the service it’s members provide, as do professional organizations. Indeed, our communities are better places when
we share our expertise with them. Discuss the service contributions you have made at Pacific thus far, and how your work therein satisfies the requirement that you support the university in meaningful ways.