

Edwards College of Humanities and Fine Arts
Organization of Tenure and Promotion File

Updated 5/2023

You will prepare your materials electronically through *Portfolio*. The Provost's Office will give access to the site to all eligible applicants.

The following materials need to be included in your electronic submission:

1. CCU Cover Sheet
2. College Performance Expectations (with year)
3. Departmental Performance Elaborations (with year)
4. Letter of Application (single-spaced integrative essay discussing candidate's record of teaching, scholarship/creative activity, and service)
5. Curriculum vitae
6. Annual Faculty Performance Reviews (annual reports and chair evaluations)
7. Any additional reviews (Third-Year, Post-Tenure, etc.)
8. Quantitative Course Evaluations (Statistical data)
9. Qualitative Course Evaluations (Student comments, peer reviews)
10. Additional Evidence Teaching (sample syllabi, assignments, student work, student placement, etc.)
11. Scholarship/Creative Activity
 - a. Publications / Creative products (exhibits, productions, concerts, etc.)
 - b. Record of Presentations/Professional work
 - c. Grants
 - d. Other Examples of Scholarly/Creative/Professional Work
12. Evidence of Service
13. Additional supporting documents

Please note:

Portfolio allows you to upload different file types to your portfolio, but it is strongly recommended that you host large files (videos, large images, recordings, etc.) offsite, ideally in a OneDrive folder and then link to it from the respective *Portfolio* pages.

Portfolio user guide:

<https://www.coastal.edu/aboutccu/leadership/provost/facultypromotionandtenure/>