If the Department’s decision is positive, one (1) full set of the candidate’s portfolio should be forwarded to the College Dean’s office for review by the Tenure and Promotion Committee. Please submit the packet electronically (PDF) via Box in the following order.

The candidate portfolio will include the following materials unless otherwise noted. Please submit only four (4) PDFs:

Part I. RESEARCH

A. Letter from the Department (signed by the appropriate ranked faculty who participated in the review)
B. Curriculum Vitae (current version, ensure that the CV has a date)
C. Short Research Statement (one page, no more than 300 words) Please submit a brief summary of candidate’s research/discipline to be used by the Tenure and Promotion Committee ONLY.
D. Research Statement (maximum of five (5) pages). Include discussion of completed research; discussion of the impact of completed research; and plans for future research. For faculty in the area of performing arts, please reference the Goldsmith memo.
E. One-page list of the External Review Letter Writers (prepared and included by department) The list should include biographical information about each reviewer and a statement about the candidate’s relationship to the reviewer. The relationship between the candidate and the external reviewer MUST be written in neutral language and not from the perspective of the candidate. (i.e., do not use “I” or “me”).
F. Copies of the external review letters and external review forms. Please ensure that the external review forms precede each letter.
H. Personal Statement (maximum of five (5) pages) – NOT REQUIRED FOR PRE-TENURE REVIEW The three separate Research, Teaching and Service statements are combined into a five-page “Personal Statement” that addresses Research, Teaching and Service, including achievements and future plans. This statement should be written in language that the non-specialist might understand.

Part II. TEACHING

A. Teaching Statement (not more than 5 pages or 2,500 words).
B. A cover sheet that provides a summation of the candidate’s teaching such as provided in the sample table below.

<table>
<thead>
<tr>
<th>Professor Name</th>
<th>Department Name</th>
<th>Proposed Rank</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Total Enrollment</th>
<th>Weighted Mean Course Score</th>
<th>Weighted Mean Instructor Score</th>
<th>Overall Weighted Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Fall</td>
<td>44099</td>
<td>BIO 149</td>
<td>25</td>
<td>7.42</td>
<td>7.74</td>
<td>7.90</td>
</tr>
</tbody>
</table>

C. One (1) set of teaching materials. Candidates and departments have discretion over what should be included in the materials; in most cases, the materials include the following:
i. Copies of all College course evaluation summary sheets.

ii. Written open and closed course evaluations from both undergraduate and graduate courses (generally, tenure cases should provide all written course evaluations and promotion cases ONLY 4-5 years; however, candidates should exercise their own judgment on what is appropriate).

iii. Peer teaching evaluation/observation letters and/or letters of support from fellow colleagues.

iv. Student support letters/emails (solicited by the department not the candidate). Do not include “thank you” notes/letters from students.

v. List of thesis supervisions and committees. (PhD, MA, Honors).

vi. Description of mentoring and advising activities and name/number of advisees.

vii. Any other teaching related materials. (e.g. grants, teaching awards, etc.) you would like the Tenure and Promotion Committee to consider.

Part III. SERVICE  (not applicable to pre-tenure review candidates)

A. Service Statement. (maximum three (3) pages). You may include materials from within the Emory community or to your discipline itself.

B. Service letters

C. Any other service related materials

Part IV. SCHOLARLY MATERIALS

A. One electronic copy of all scholarly/research materials.

B. Any other material the candidate would like the Tenure and Promotion Committee to consider.

Revised: November 2017