

2018-19 Portfolio Checklist for Fixed-term Promotions

Fixed-term Promotion Candidate Name:

Instructions: For each case, please check off the following items in consultation with the appropriate Process Guide found at https://provost.asu.edu/promotion_tenure. In the sections below, please either initial or write "n/a" for each line. Checklists should be saved as PDFs with bookmarks (not PDF portfolios). Naming convention for checklists: COLLEGE-Fixed-termPromotionChecklists-20xx-xx.

	Section	Check That:	Examples/Notes	Initial
1	All sections	No font or Adobe EchoSign or Adobe Certificate signatures were used on signed documents.	Original signatures preferred, JPG image is also acceptable.	
2	All sections	Dates are supplied where requested.	Signature lines almost always request that the signer also date the document. Make sure that every letter has a date and that all forms have a date where requested.	
3	All sections	No blank pages between sections or documents.	Blank pages cause confusion. We'll wonder if a page is missing.	
4	All sections	All pages in each document are accounted for.	Make sure pages are in correct order and none are missing.	
5	All sections	Page numbers are added as instructed in the following sections: curriculum vitae, personal statement, teaching evidence, publications, and supporting materials.	Page numbers should be added to each individual PDF document before being inserted into PDF portfolio. All pages in these sections should have page numbers.	
6	All sections	All portfolio documents are pdfs.	Word or Excel documents must be converted to pdf before insertion into the portfolio.	
7	All sections	No folders in PDF portfolio; each portfolio section is a single PDF.		
8	All sections	Text recognition has been applied to the PDF portfolio.		

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	Section	Check That:	Examples/Notes	Initial
9	All sections	All pdfs are unprotected and unlocked.	We need to be able to edit and make notes.	
10	All sections	Documents within each section are bookmarked.		
11	All sections	Bookmarks are labeled correctly, and there are no "sub-bookmarks."	Bookmarks should match the order of PDF pages and the order of confirmation pages.	
12	All sections	Bookmarks are brief.	For example, you can use "Pub 1" for publications, "TE 1" for teaching evidence or "Supp 1" for optional supporting materials. Remove any subsection numbering or descriptions before sending to the provost's office.	
13	All sections	All pages are readable upon initial view and when printed.	For instructions on how to rotate pages in the portfolio, see Adobe Help links page.	
14	All sections	Portfolio sections use correct naming convention.	See Process Guide for file order and naming convention example, and remember to add a "0" before single digit sections.	
15	00_File Name	File name is COLLEGE-UNIT-LastnameFirstname-Promotion-20xx-xx	The year should be the current year, the year the case is being reviewed.	
16	01_APA Form	Candidate name matches name in PeopleSoft record.	If candidate uses a nickname, include nickname in parentheses after full name. Example: Brown, John (Jack).	

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	Section	Check That:	Examples/Notes	Initial
17	01_APA Form	Candidate ASU ID is correct.	Verify ASU ID in Peoplesoft.	
18	01_APA Form	Title, college, and unit are correct and spelled out.	No abbreviations for college or unit. No administrative titles--just academic ranks. No working titles. Use ACD titles and whole words.	
19	01_APA Form	Correct academic unit is listed.	Just list the academic unit where the criteria lies; do not try to fit in the sub-speciality of the individual. Remove sub-specialty information before submitting to the provost office.	
20	01_APA Form	Track Start Date: use this field to list the dd/mm/yyyy when appointed or promoted into current rank at ASU, whichever is the most recent.	Best confirmed by appointment letters; PeopleSoft can also help. Do not get creative with start dates. A lecturer appointment is not the same as a clinical assistant professor appointment, for example.	
21	01_APA Form	Last Academic Personnel Action: leave this field blank.	This field is not usefull for fixed-term appointments. Any information here will be removed.	
22	01_APA Form	Signers' names are printed and recommendations are clearly marked.		

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	Section	Check That:	Examples/Notes	Initial
23	01_APA Form	A signature and a date are included for each level of internal review.	Original signatures preferred, JPG image is also acceptable.	
24	02_Curriculum Vitae	Last name and page number are indicated on every page.		
25	02_Curriculum Vitae	All pages included.	Make sure pages are in correct order and none are missing.	
26	02_Curriculum Vitae	CV is checked for accuracy regarding ASU employment history.	If the CV and the APA form disagree, have your dean, chair, or director resolve the discrepancy with the individual; resolve any issues before the case is sent to the provost's office. If a CV does need revision, it will have to go back through all levels of review.	
27	03_Personal Statement	Statement does not exceed four pages.	A citation page <i>counts</i> toward the four page limit.	
28	03_Personal Statement	Last name and page number are indicated on every page.		
29	04_Job Description	Job description describes the job the candidate is <i>currently</i> performing	Don't laud the candidate here; just describe the duties.	

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	Section	Check That:	Examples/Notes	Initial
30	05_Unit and College Criteria	Complete and posted criteria are included in the portfolio. If criteria reside within a larger document, the entire document is included in the portfolio.	It's best to have criteria which exists as a stand-alone document, but if the criteria exists within the unit bylaws, the unit should include the complete bylaws in the portfolio.	
31	05_Unit and College Criteria	Each criteria document's first page lists the approval levels of the document.	We need to be able to see the status of the document. It does not have to be approved by the provost's office, but we need to know whether it has been approved by the college and reviewed by the dean. It does have to be posted on the provost's website.	
32	05_Unit and College Criteria	Unit and College criteria are bookmarked.	Bookmark the beginning of each document (so that we can see the title and approval levels) and the relevant criteria section for quick reference; each such document should have 2 bookmarks.	
33	05_Unit and College Criteria	Check to make sure that the criteria used is posted on the provost's website.	The bylaws/criteria website is located at https://provost.asu.edu/academic-personnel/personnel-processes/bylaws-criteria-documents .	

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	Section	Check That:	Examples/Notes	Initial
34	05_Unit and College Criteria	If, due to the structure of the college, there are no unit criteria, a page is included which notes that there are no unit criteria.	Book mark this page as "No Unit Criteria."	
35	06_Internal Letters	Internal letters are on the appropriate letterhead.		
36	06_Internal Letters	Check that the internal letters use correct titles.	For example, "Research Professor, Sr." is not an ACD title--use "Research Professor" for the full rank. Send back letters to be redone as needed.	
37	06_Internal Letters	Internal letters are ordered and bookmarked in chronological order of the review process.	First letter in the pdf should be the unit committee letter followed by the chair/director letter followed by college committee and dean. Bookmarks should also follow this order.	

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	Section	Check That:	Examples/Notes	Initial
38	06_Internal Letters	Unit and college committee letters include voting results.	Example: "The faculty voted 17 in support of and 3 opposed to promotion." Subjective phrases such as "the committee feels strongly" do not count as statements of unanimity. If the vote is unanimous, the letter must use the word "unanimous" or a synonym thereof. Double negatives should not be used to express the vote. Send back letters to be redone as needed.	
39	06_Internal Letters	Unit and college committee letters include dissenting opinions, if any.	Example: "The minority opinion felt the candidate needed to have published in higher impact journals." Send back letters to be redone as needed.	
40	06_Internal Letters	Committee letters must list the names of all committee members.	Send back letters to be redone as needed.	
41	06_Internal Letters	Unit and college committee letters do <u>not</u> indicate how individual members voted.	How each individual committee member votes is confidential information.	

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	Section	Check That:	Examples/Notes	Initial
42	06_Internal Letters	All reviewers have signed their respective recommendation letter.	All unit and college committee members <u>who were present</u> must sign the respective committee letter. Signatures should not appear on a separate "hanging" page. If signature page is "hanging," the hanging page must include the name of candidate and a summary outcome statement. Example: "This committee recommends unanimously that Jane Smith be promoted to Clinical Associate Professor." Send back letters to be redone as needed.	
43	06_Internal Letters	Recusers, abstainers and those absent did not sign the letter.	Proxy voting is not allowed, as the absent committee member may have changed her mind, had she been present for the discussion. Send back letters to be redone as needed.	
44	07_Teaching Evidence	Candidate signed and dated the Confirmation of Teaching Evidence form.	Original signatures preferred, JPG image is also acceptable.	
45	07_Teaching Evidence	Completed Summary of Student Evaluation of Instruction table was reviewed with candidate.		
46	07_Teaching Evidence	Summary of Student Teaching Evaluation of Instruction includes a scale.		

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	Section	Check That:	Examples/Notes	Initial
47	07_Teaching Evidence	All pages in this section have a pdf page number in the upper right-hand corner and are labeled with the corresponding document number (TE1, TE2) (as well as the pdf page number).	This makes it easier for us to make sure that there are no missing pages.	
48	07_Teaching Evidence	Confirmation of Teaching Evidence form lists, by title and by pdf page number, all materials included in this section.	Confirmation of Teaching Evidence and Summary of Student Teaching Evaluation of Instruction <u>do not</u> count toward 50-page Supporting Material limit. All other materials DO count toward 50-page limit.	

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	Section	Check That:	Examples/Notes	Initial
49	07_Teaching Evidence	First page of each document within this section is bookmarked.	Example: First bookmark will always be the Confirmation of Teaching Evidence form (bookmark labeled briefly as "TE 0" for example); second bookmark will always be the Summary of Student Evaluation of Instruction (bookmark labeled as "TE 1" for example); third bookmark will start with the first document submitted as Evidence of Excellence in Teaching and Mentoring (bookmark labeled as "TE 2" for example). See Step 2 in Process Guide. Bookmarks are labeled as TE0, TE1, TE2, TE3, etc. with no further description in the bookmark. Do not include subsection numbering or descriptions.	
50	07_Teaching Evidence	If there are no teaching materials, a page is added which indicates that teaching materials are not relevant for the candidate.		
51	08_Table Of Sponsored Accounts	Table of Sponsored Projects is included.	If there is no expectation of external funding, include a page that states "No expectation of external funding"	

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	Section	Check That:	Examples/Notes	Initial
52	08_Table Of Sponsored Accounts	Candidate has reviewed the Table of Sponsored Projects.	If candidate questions the accuracy/completeness of the Table of Sponsored Projects or wants to contextualize data that appear there, he/she may include a note/explanation and add it to the Addendum section or in the Supporting Materials section.	
53	09_Publications Creative Materials	Books have been scanned and scans are legible.	Be sure scanned publications open in the correct orientation upon initial view.	
54	09_Publications Creative Materials	Candidate signed and dated the Confirmation of Publications/ Creative Materials form.	Original signatures preferred, JPG image is also acceptable.	

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	Section	Check That:	Examples/Notes	Initial
55	09_Publications Creative Materials	Top right-hand corner of the first page of each publication is labeled with corresponding publication number (Pub #1, Pub #2, for example.) as well as the PDF page number.	This section will always begin with the Confirmation of Publications/Creative Materials Selections form. Example: if the candidate submits three 10-page articles and a 250 page book, the numbering would be as follows: Confirmation page labeled as 0 = Page 1. Pub #1 = Pages 2-11 ("Pub #1, Page 2" in top right-hand corner of first page). Publ #2 = Pages 12-21 ("Pub #2, Page 12" in top right-hand corner of first page). Pub #3 = Pages 22-31 ("Pub #3, Page 22" in top right-hand corner of first page). Pub #4 = Pages 32-281 ("Pub #4, Page 32" in top right-hand corner of first page). This numbering system ignores the published page number that appeared in the journal.	
56	09_Publications Creative Materials	All pages in this section have a pdf page number in the upper right-hand corner.	This makes it easier for us to make sure that there are no missing pages.	
57	09_Publications Creative Materials	Page number on Confirmation of Publications/Creative Materials Selections form corresponds with PDF page number.	Remember that the Confirmation of Publications/Creative Materials Selections form counts as Page 1 but is labeled as 0.	

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Section	Check That:	Examples/Notes	Initial
58	09_Publications Creative Materials First page of each publication/creative material is bookmarked.	Bookmark should identify publications as Pub #1, Pub #2, etc. Do not use the publication's title as your bookmark name. Do not include subsection numbering or descriptions.	
59	09_Publications Creative Materials All publication pages are accounted for.	Make sure pages are in correct order and none are missing.	
60	09_Publications Creative Materials If there are no publications, a page is added which indicates that publications are not relevant for the candidate.		
61	10_Optional Supporting Materials Candidate signed and dated the Confirmation of Supporting Materials form.	Original signatures preferred, JPG image is also acceptable.	
62	10_Optional Supporting Materials Pdf page numbers are noted on Confirmation of Supporting Materials form.	This section will always begin with the Confirmation of Supporting Materials which will serve as Page 1.	
63	10_Optional Supporting Materials First page of each unique document within this section is bookmarked and the bookmark is noted in the upper right-hand corner.	The confirmation page is the first bookmark. Subsequent documents are bookmarked in the order they appear on the Confirmation page. Bookmark names should be brief, such as "Supp 1," Supp 2," etc. with no further description in the bookmark. Do not include subsection numbering, titles or descriptions in the bookmark naming.	

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Section	Check That:	Examples/Notes	Initial
64	10_Optional Supporting Materials	All pages in this section have a pdf page number in the upper right-hand corner.	
65	10_Optional Supporting Materials	All Supporting Materials pages are accounted for.	
66	10_Optional Supporting Materials	Number of pages does not go beyond the limit for teaching materials plus optional supporting materials.	
67	10_Optional Supporting Materials	If there are no supporting materials, a page is added which indicates that supporting materials were not submitted by the candidate.	
68	11_Addendum	First page of each unique document within this section is bookmarked.	

I have reviewed the checklist and initialed each of the items as reviewed and completed:

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Section	Check That:	Examples/Notes	Initial
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Printed Name

Signature

Date