

CEHD Term Multi-Year Appointment AY 23-24

Portfolio Requirements

Basic Guidelines for Submitting a Portfolio

- Files will be submitted in Interfolio, the university system for submitting files for promotion and/or tenure, tenure-track contract renewal, or a multi-year appointment.
- Reporting of data must be fully accurate and internally consistent throughout all sections of the portfolio.
- Please carefully check to ensure that information in the CV and Professional Statement (called by CEHD the Teaching/Mentoring and Research Statement), are verbally and numerically in 100% agreement.
- Submitted materials must comply with CEHD and Provost content and format guidelines, as detailed below and in the other documents included under the heading of “Tenure/Promotion/Contract Renewal Guidelines” on the CEHD website.
- The Professional Statement must use 12-point font, have 1-inch margins, and be single spaced.
- Acronyms should be defined in the Professional Statement, as committee members are often unfamiliar with terms from specialized content domains.
- Faculty should be able to provide additional supporting material beyond the elements specified in this document upon request.
- Portfolios that do not meet the guidelines may be rejected.
- Further clarification or documentation of evidence in the portfolio may be requested.

Portfolio Components for New Term Multi-Year Appointment AY 23-24

1. Employment Chronology

The employment chronology should include the following items in reverse chronological order for current and previous positions held (particularly for those at Mason):

- Name of Employer
- Position Titles
- Date(s) of hire (Month and Year)
- Date of initial appointment to a term faculty position, and ensuing additional appointments
- Position Location (City and State)
- Brief description of position duties

2. Curriculum Vita

Your curriculum vita should be current, as of your submission, and include clear evidence of research and scholarship, if applicable. Please be sure to include the following (if applicable):

- Publications (peer and non-peer reviewed), including journal articles, books, book chapters, monographs, etc.
- Sponsored research activity and grant and contract awards in support of research, creative activity, and professional practice.
- Conference and other scholarly presentations (peer-reviewed and invited).
- Artistic and professional performances and exhibits.
- Intellectual property, patents, and evidence of relevant entrepreneurial activities may also be provided for consideration toward promotion or tenure.
- Other evidence indicating scholarly recognition and reputation.

3. Professional Statement (not to exceed 4 pages)

The Professional Statement (called by CEHD the Teaching/Mentoring and Research Statement) should reflect the primary area of focus (i.e., teaching, research, or clinical) and should include commentary on additional leadership, administrative, and service activities.

This statement is a critical part of the evaluation process, as it summarizes and frames the evidence that is in the overall portfolio. **The Provost's guidelines say that the statement may not be longer than four pages.**

See also on the CEHD website a document that is a list of suggestions related to the Teaching/Mentoring and Research Statement. These suggestions briefly outline the topics that faculty typically include in the statements. Note, however, that a specific faculty member's statement would not necessarily touch on all of the topics listed in this document, nor are these suggestions designed to inhibit the inclusion of other relevant topics.