

## **CEHD Term Multi-Year Appointment AY 24-25** **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 24-25**

#### **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.