



APPENDIX A: MATERIALS TO INCLUDE IN PORTFOLIO FOR PROFESSIONAL FACULTY

Nomination Form

Position Description

Curriculum Vitae (CV)

Use colored text or some other method to distinguish work performed since entering the CFS track at BYU or, if applying for advancement to full professor, since the last rank advancement.

Brief Narratives

Brief narratives may be included at the beginning of each section. A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation unless student mentoring is specifically precluded by your job description. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. *The combined length of all the narratives should be no more than eight pages, and shorter if possible.*

Professional Assignment

Create sections for the various aspects of your professional assignment following the guidelines below for only those responsibilities that are included in your position description.

Citizenship

1. If you choose to include a citizenship narrative, consider topics such as student mentoring that is an extension of your citizenship efforts; important but informal citizenship contributions that are not reflected in your lists of formal BYU and professional citizenship assignments; any citizenship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS); or any other citizenship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.
2. *If not in your CV*, include a list of all BYU citizenship assignments at the department, college, and university level since hiring (for initial and final CFS reviews) or since the last rank advancement (for advancement to full professor reviews). A table generated by Faculty Profile may be used.
3. *If not in your CV*, and if consistent with your position description, include a list of all external citizenship contributions in the profession since hiring (for initial and final CFS



reviews) or since the last rank advancement (for advancement to full professor reviews). A table generated by Faculty Profile may be used.

4. *Department may add* (optional) confidential review letters of citizenship from those who have closely observed these activities. If such letters are to be included, the signed waiver statement must be sent to letter writers and included in the portfolio.

Teaching

1. If teaching is included in your position description and if you choose to include a teaching narrative, consider topics such as student mentoring through teaching that has extended beyond the confines of the traditional classroom, steps taken to evaluate and improve teaching and any evidence of the success of those efforts, any teaching-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other teaching-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise—a philosophical statement regarding your approach to teaching should not be included.
2. *If not in your CV*, and if consistent with your position description, include a list of BYU graduate students and/or honors students supervised. Indicate whether you were the committee chair or a committee member, the years each student attended, and thesis/dissertation titles. A table generated by Faculty Profile may be used.
3. A link to the teaching portfolio.
4. *Department adds* two confidential reports of peer reviews of teaching.
5. *Department adds* the Student Ratings Summary Report, including both table and student comments portions. For initial and final CFS reviews, include all courses taught since entering the CFS track. For advancement to full professor, include all courses taught in at least the last five years. For initial (third year) portfolios being submitted in winter semester, ensure that the report includes the previous fall semester.

Scholarship

1. If scholarship is included in your position description, and if you choose to include a scholarship narrative, consider topics such as mentoring of students through their involvement in your scholarship and how students have benefited from those efforts, awards or other recognitions your work has received, any scholarship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other scholarship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.
2. *If scholarly products cannot be annotated as outlined below in your CV*, include a list of all scholarship/creative works produced since being hired at BYU or, if applying for advancement to full professor, since the last rank advancement. With each entry, provide the following:



- a. Discipline-appropriate evidence of the quality and impact of the work and the publication or performance venues
 - b. An indication of coauthors who are BYU undergraduate or graduate students
 - c. Electronic links to each work if available.
- Add additional notes as needed to help reviewers understand disciplinary protocols including nomenclature (e.g., whether “forthcoming” means accepted), authorship attributions (e.g., whether first or last author signifies lead authorship), and whether “accepted” for books signifies that a publication is imminent or only under contract.
3. *If not in your CV*, and if grant funding is consistent with your position description, include a list of funded grants for research or creative works. Include project title; your role on the project (e.g., principal investigator, co-principal investigator, sub-contractor); funding source (external vs. internal, as well as sponsor name); project dates; and total dollar amounts. If unfunded grant applications are valued by your college, include a second list of unfunded grant proposals.
 4. Include your three best examples of scholarship. Introduce this section with a brief explanation of why each one was selected. Make available in the department office or (preferably) by electronic link in the CV copies of all other written scholarship and evidence of all other creative work produced since hiring or since the last rank advancement.
 5. *Department may add* if needed for CFS and rank advancement reviews (optional)
 - a. At least three external review letters of scholarship
 - b. A statement describing how the external reviewers were selected, their standing in the field, and any relationships they may have with the faculty member
 - c. A CV or biographical sketch for each external reviewer (may be abbreviated)
 - d. A copy of the letter of invitation that was sent to reviewers
 - e. A copy of the waiver statement signed by the faculty member

Clinical Service

1. If you choose to include a clinical service narrative, consider topics such as student mentoring that is associated with your clinical work, any clinical service-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other clinical service-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.
2. Documentation of your performance in areas specific to the position description
3. If required by the position description, documentation of current licensure or national certification, and evidence of professional development undertaken to obtain continuing education and maintain licensure.
4. *Department adds*, if consistent with the position description, client satisfaction surveys for the entire review period.



5. *Department may add* (optional) confidential evaluations by supervisors, peers, or other stakeholders. If such letters are to be included, the signed waiver statement must be sent to letter writers and included in the portfolio.

Librarianship

1. If you choose to include a librarianship narrative, consider topics such as student mentoring that is associated with your librarianship, any librarianship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other librarianship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.
2. A description of librarianship accomplishments within areas specified in your professional assignment.
3. A description of steps taken to evaluate and improve librarianship
4. *Department adds* confidential review letters from supervisors, peers, and external reviewers if applicable. If such letters are to be included, the signed waiver statement must be sent to letter writers and included in the portfolio.

Other Professional Assignments

1. If your position description includes professional assignments that are not included above, consult with your chair and/or dean regarding what materials should be included as evidence of your contributions. If you choose to include a narrative in this section, consider topics such as student mentoring that is associate with this professional assignment, any relevant concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other information that is crucial to the review of your case and is not covered elsewhere. Please be concise.
2. *If not in your CV*, a description of activities and accomplishments in this area of responsibility
3. A description of steps taken to evaluate and improve your work
4. *Department may add* (optional) confidential review letters from supervisors, peers, and/or other individuals external or internal to the university with whom you interact in your professional capacity. If such letters are requested by the department, the signed waiver statement must be sent to letter writers and included in the portfolio.

Reviewer Reports (Added by the Department and College)

1. Associate academic vice president's letter from initial (third-year) review, if this is the final CFS review
2. If a prior review resulted in an academic vice president's recommendation to delay the review or deny advancement, include the academic vice president's letter informing the faculty member of the reason for that decision
3. Department review committee's report



4. Department chair's summary of department faculty deliberations and department vote count
5. Department chair's report
6. College review committee's report
7. Dean's report