

Eastern Florida State College

APPENDIX J. Tenure Portfolio Guidelines/Checklist

General guidelines for the portfolio:

- All items must be three-hole punched and placed in a 2" – 3" three-ring binder.
 - Plastic sleeves are optional and acceptable only if documents do not need to be removed to be reviewed.
 - Evidence must be dated after the full-time instructor's hire date. Evidence dated prior to full-time hire date will not be considered.
 - Evidence may be used to meet only one requirement and included in only one section.
- Order evidence in each section beginning with the most recent accomplishments.
- Include clearly marked dividers separating sections as follows:
 - New Faculty Mentoring Program
 - Professional Development
 - Contribution(s) to the College
 - Contribution(s) to the Profession
 - Contribution(s) to the Community

- **Incomplete portfolios will not be considered.**

Tenure Portfolio Checklist:

Before submitting portfolio, verify that each item is included in your portfolio in the following order and check appropriate boxes below for sections 5.b-d:

1. Custody Form ([TPDC Appendix M](#))
2. Completed Application for Tenure ([CBA Appendix](#))
3. Completed Tenure Portfolio Guidelines and Checklist ([TPDC Appendix J](#))
4. Table of Contents
5. Include clearly marked dividers separating sections in the following order:
 - a. [REQUIRED] Verification of successful completion of **New Faculty Mentoring Program** (Evidence provided in EFSC faculty training record)
 - b. [REQUIRED] Evidence of continuing **Professional Development**. Limit all to the time interval of this application. (Include a copy of your EFSC Training Record)
 - c. [REQUIRED] Evidence of continuing **Contributions to the College**.
 - d. [REQUIRED] Evidence of continuing **Contributions to your Profession**.
 - e. [OPTIONAL] If you are also including other contributions (such as **Contributions to the Community**), give a one to two sentence description of evidence included in portfolio.

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Identify the evidence you are submitting for Professional Development: Check at least two boxes. ([TPDC Appendix K. 5.b](#))

- Successful completion of a graduate level course of at least 3 credit semester hours in one's discipline, or directly applicable to that discipline, from a regionally accredited college/university (include copy of unofficial transcript)
- If the college level is the highest for the specific discipline, successful completion of a college level course of at least 3 credit semester hours in one's discipline, or directly applicable to that discipline, from a regionally accredited college/university (include copy of unofficial transcript)
- Successful completion of a TPDC approved workshop offered through the College (provide summary of workshops completed and include a copy of your EFSC Training Record)
- Obtaining continuing education credits, meeting professional certification/licensure requirements (include copy of unofficial transcript or certificate of completion. Attending a conference, workshop, seminar, webinar, or professional meeting to advance knowledge in the career field (include a registration form and workshop agenda, or a certificate of completion, or other evidence that indicates attendance)
- Other (must provide appropriate justification and evidence for inclusion in this category):

Identify the evidence submitted for Contributions to the College: Check at least one box. ([TPDC Appendix K.5.c](#))

- Active membership on a college-wide or campus committee (include length of service, 1-2 sentence description of duties, role such as Chair or secretary, and meeting minutes)
- Active membership on an advisory committee for the college (include meeting minutes)
- Active participation in an articulation committee (include meeting minutes)
- Faculty sponsorship or co-sponsorship of a student organization (PTK, Environmental Club, etc.)
- Writing a grant proposal for program improvement or new equipment (include executive summary of grant and documentation from funding source)
- Development of a new course offering
- Substantial revision of a course plan (provide before and after course plans)
- Developing/marketing of a new program
- Developing, organizing, and delivering a college-wide faculty workshop
- Serve as a Core Scholar Program Success Coach or mentor a student in College Success Skills, Office of Undergraduate Research, or Core Scholar Program Peer Tutor.
- Other (must provide appropriate justification and evidence for inclusion in this category):

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Identify the evidence submitted for Contributions to the Profession. Check at least one box.

([TPDC Appendix K.5. d](#))

- Active participation in a discipline related professional organization or committee (include length of service, 1-2 sentence description of duties, role such as Chair or secretary, and meeting minutes)
- Active participation in an articulation committee (include meeting minutes)
- Active participation on an advisory committee for the profession (include meeting minutes)
- Successful delivery a professional development workshop outside of the College (include official workshop description/outline)
- Presenting a paper or being a panel member at a professional conference / meeting
- Publication of a scholarly or research paper on a profession-related subject in a refereed journal, or publication of a textbook, or publication of a monograph
- Presenting artwork at a juried, solo, or curated art show or performing in a public recital related to your discipline
- Organizing a profession-related conference

Other (must provide appropriate justification and evidence for inclusion in this category):
