

2024-2025  
INSTRUCTIONS FOR PORTFOLIO:  
Cumulative Outline, Narrative Summaries, and Documentation

I. Portfolio

The evaluation portfolio submitted by the faculty member must be submitted via the WIU Electronic Portfolio Submiss 2. A Cumulative Outline of Professional Activities with the activities listed in reverse chronological order (include name, department, and date in heading). For retention Cumulative Outline, put activities from the most recent evaluation period in bold.

3. For **tenure-track** faculty, copies of evaluations by the DPC/SPC, Department Chair/School Director, CPC and UPC (if appropriate), Dean, and President for all previous evaluation periods (each year evaluated). These evaluations are required only for those applying for retention, tenure, promotion to Associate Professor and promotion to full Professor.
4. A table of contents for the remaining 3 or 4 folders (include name, department, and date in heading).
5. A copy of the narratives that are included in Files 2, 3, 4, and 5 (do **NOT** include documentation in the application folder).

\*File #2 Teaching/Primary Duties: a copy of the “teaching/primary duties” portion of the Cumulative Outline; copy of departmental/school student course evaluation form and explanatory information about the scale used and interpretation of ratings results; and a narrative summary with appropriate documentation for activities;

\*File #3 Scholarly/Professional Activities: a copy of the “scholarly/professional activities” portion of the Cumulative Outline, and a narrative summary with appropriate documentation for activities;

## II. Instructions for the Preparation of Materials for Evaluation Portfolios

Faculty Applying for Both Tenure and Promotion to Associate Professor Only one portfolio must be submitted for both personnel actions. Only one Transmittal Sheet and one Summary Evaluation Form (from each evaluator) must be completed.

- A. Tenure – The evaluation period for tenure will include the total number of years

B.