

2016-17 Portfolio Checklist for Multi-year Renewals

Multi-year Renewal Candidate Name:

Instructions: for each case, please check-off the following items in consultation with the appropriate Process Guide found at https://provost.asu.edu/promotion_tenure. Please either initial or write "n/a" on each line.

Section	Check That:	Examples/Notes	Initial
Positive	If this is a positive decision at the college level, the decision stays with the dean.	By initialing here, I am acknowledging that I have read the relevant process guide and am submitting only the documents required for a decision which is positive at the dean's level.	
Negative	If this is a negative recommendation at the college level, the entire case file is sent to the provost's office.	By initialing here, I am acknowledging that I have read the relevant process guide and am submitting the entire case file, which is required for a recommendation which is negative at the dean's level.	
In the above section, please initial one of the two sections. For the remaining lines, please initial all or write "N/A" if the section does not apply to this case.			
All sections	No font or Adobe EchoSign or Adobe Certificate signatures were used on signed documents.	Original signatures preferred, JPG image is also acceptable.	
All sections	Dates are supplied where requested.	Signature lines almost always request that the signer also date the document.	
All sections	No blank pages between sections or documents.		
All sections	All pages in each document are accounted for.	Make sure pages are in correct order and none are missing.	
All sections	Page numbers are added as instructed in the following sections: curriculum vitae, personal statement, and addendum.	Added to each individual PDF document before inserted into PDF portfolio.	

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Section	Check That:	Examples/Notes	Initial
All sections	All portfolio documents are pdfs.	Word or Excel documents must be converted to pdf before insertion into the portfolio.	
All sections	No folders in PDF portfolio; each portfolio section is a single PDF.		
All sections	Text recognition has been applied to the PDF portfolio.		
All sections	All pdfs are unprotected and unlocked.		
All sections	Documents within each section are bookmarked.		
All sections	Bookmarks are labeled correctly.	Bookmarks should match order of PDF pages and the order on confirmation pages.	
All sections	All pages are readable upon initial view and when printed.	For instructions on how to rotate pages in the portfolio, see Adobe Help links page.	
All sections	Portfolio sections use correct naming convention.	See Process Guide for file order and naming convention example, and remember to add a "0" before single digit sections.	
01_APA Form	Candidate name matches name in PeopleSoft record.	If candidate uses a nickname, include nickname in parentheses after full name. Example: Brown, John (Jack).	
01_APA Form	Title, college, and unit are correct and spelled out.	No abbreviations for college or unit.	
01_APA Form	Leave "Track Start Date" field empty.		

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Section	Check That:	Examples/Notes	Initial
01_APA Form	Last Academic Personnel Action year (20xx-20xx) is accurate.	This will either be the year they were first appointed as a multi-year or the year their multi-year appointment was last renewed, whichever is the most recent.	
01_APA Form	Signer's name is printed and recommendation is clearly marked.		
01_APA Form	Signature and date included for each level of internal review.	Original signatures preferred, JPG image is also acceptable.	
02_Curriculum Vitae	Last name and page number are indicated on every page.		
02_Curriculum Vitae	All pages included.	Make sure pages are in correct order and none are missing.	
03_Personal Statement	Statement does not exceed four pages.	A citation page <i>counts</i> toward the four page limit.	
03_Personal Statement	Last name and page number are indicated on every page.		
04_Annual Evaluation	All pages included.		
05_Position Description	Job description describes the job the candidate is currently performing		
06_Internal Letters	IF APPLICABLE, All <u>internal</u> letters have been screened for information that could compromise external reviewer anonymity.	Letters must not identify reviewer by institution, prestigious award(s), specific title, region/state location, or any other unique identifier(s).	

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Section	Check That:	Examples/Notes	Initial
06_ Internal Letters	Internal letters are ordered and bookmarked in chronological order of the review process.	First letter in the pdf should be the Unit Committee letter followed by the Chair/Director letter followed by College Committee and Dean. Bookmarks should also follow this order.	
06_ Internal Letters	Unit and College committee letters include voting results and articulates any dissenting opinion. Do not phrase it as a double negative vote.	Example: "The faculty voted 17 in support of and 3 opposed to promotion and tenure. The minority opinion felt the candidate needed to have published in higher impact journals."	
06_ Internal Letters	All reviewers have signed their respective recommendation letter.	All unit and college committee members must sign the respective committee letter. Signatures should appear at the bottom of the letter, not on a separate page. If signature page is 'hanging', the hanging page must include name of candidate and summary outcome statement. Example: "This committee recommends that Assistant Professor Jane Smith be promoted to Associate Professor with tenure."	

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Section	Check That:	Examples/Notes	Initial
07_Addendum	First page of each unique document within this section is bookmarked.	This section is only used if materials are added to the file after the first response from an external reviewer is received. Confirmation page is first bookmark. Subsequent documents within this section should be bookmarked in the order they appear on the Confirmation page. Bookmark names should be clear and as concise as possible (e.g. "Revised CV", "Sponsored Projects Additional Information").	
MY Summary	This candidate is listed on the Summary of Multi-year Renewal Decisions.	The pdf of the summary document should be uploaded on the share drive at the same time as the case materials.	

I have reviewed the checklist and initialed each of the items as reviewed and completed:

Printed Name
Signature
Date