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**MEMORANDUM**

**TO:** Deans  
Jim Sullivan, Executive Director HBOI

**FROM:** Michele Hawkins, Interim Provost and Vice President for Academic Affairs

**DATE:** March 2023

**SUBJECT:** **Non-Tenure-Track ePortfolio Guidelines for 2023-2024**

Candidates for non-tenure-track promotions need to review the following documents as part of their ePortfolio preparation:

- Appointment and Promotion of Instructors and Lecturers (April 2015)
- Appointment and Promotion of Assistant Scholars/Assistant Scientists/Assistant Engineers/Assistant Research Professors (April 2015)
- Provost’s Promotion and Tenure Memorandum For 2023-2024 University Promotion and Tenure ePortfolio Preparation (March 2023)

**I. THE PROMOTION ePORTFOLIO**

Beginning in 2018, all non-tenure track promotion applications are to be submitted through Interfolio: Review, Promotion and Tenure (RPT), FAU’s online review system, via an ePortfolio. Once a case has been initiated in Interfolio, the candidate shall prepare their ePortfolio (“packet”), for submission for review.

Materials are to be organized in the order listed below, within the indexed sections of the ePortfolio. Do not include material other than that requested.

Any packets submitted to Academic Affairs that fail to meet the stated requirements will NOT be accepted for consideration.

**II. SUPPLEMENTARY SECTION OF THE ePORTFOLIO**

As a supplement to the ePortfolio, the candidate shall prepare a section that includes examples of his or her accomplishments in scholarship, research and/or other creative activity. These materials

are to be included in the Supplementary Materials section of the packet. Materials should include a copy of his or her most significant books, journal articles, etc. When appropriate, the section may include material that requires viewing or listening. If A/V equipment is necessary, please be sure to indicate this.

The inclusion of selective, positive comments from students does not necessarily enhance the ePortfolio. Written comments from SPOT forms do not enhance the ePortfolio and generally should only be included if helpful to improve the candidate's ePortfolio. If, however, a candidate wishes to include these, all comments from a particular class must be included and they should be added to the Supplementary Materials section only.

### III. ORDERING OF MATERIALS IN ePORTFOLIO

These Non-Tenure-Track ePortfolio Guidelines are meant to be used in conjunction with the documents mentioned above in an effort to clarify ePortfolio requirements.

All submitted non-tenure track promotion ePortfolios must follow the order listed below. Appropriate naming conventions should be used to make uploaded files easily identifiable to committee reviewers within the sections. A guide to [Best Practices for Naming Packet Materials](#) can be found on Interfolio's support site. A lack of professionalism and consistency may result in the rejection of an ePortfolio.

The ordering of materials in the ePortfolio should include:

#### 1. Materials for Internal/External Evaluators

Materials for internal/external reviewers vary by college, however, typically include a brief Curriculum Vitae, self-evaluation, department criteria for promotion, and examples of scholarly activity. Please check the department/college criteria for additional items not listed in this document.

#### 2. Signed Waiver of Right to Review Evaluation Letters from External Reviewers, if applicable.

The waiver form is built into the ePortfolio packet in Interfolio RPT. Please be sure to submit the form indicating the decision to (or not to) waive the right to view external letters. **If a candidate has chosen to waive their right to view the external letters, they will not have access to names or contents of the external letters.**

#### 3. Status Letter(s)

These are letters that indicate date of hire or last promotion, as well as any memoranda regarding early promotion. This is particularly important for Instructors/Lecturers whose

eligibility is determined by date of hire. Some recent candidates found these difficult to retrieve, especially when faculty were long-time employees. The chair, the dean and the Vice Provost of Academic Affairs need to be available to help candidates secure the appropriate documents.

4. Up-to-Date Curriculum Vita

Use suggested Comprehensive Dossier Curriculum Vitae template included with University Promotion and Tenure ePortfolio Preparation documents, modified as appropriate to the assignment.

5. Annual Assignments, if applicable

Scholars/Scientists/Engineers/Research Professors do not necessarily have annual assignment documents.

6. Instruction, if applicable

All Instructor/Lecturer applicants must include SPOT table, SPOT summary reports, and three recent Peer Evaluations of Teaching. Other documentation of quality of instruction may also be included in this section.

Scholars/Scientists/Engineers/Research Professors may have no instructional assignment but may include the material described in "B." in the P&T Guidelines memo if they have taught courses. They may also want to include information about working with students on an individual basis as part of mentoring, research projects or participation on thesis or dissertation committees.

7. Scholarship, research, and/or creative activity, if applicable

Scholars/Scientists/Engineers/Research Professors must include an annotated version of the parallel section of their vitae with detailed information on publications, presentations, grants, contracts and performances or other activities pertinent to their role.

Instructors/Lecturers may include the material described in section 7 of the P&T Guidelines memo if they have been involved in such activities.

8. Service, if applicable

An overview of service to the unit, institution, profession or community, if applicable. Work on curriculum development, assessment, advising of students and community engagement may be included here.

9. Professional Development, if applicable

Degrees earned while in this position may be included here. In addition, courses undertaken to enhance performance in the particular role are also important to be detailed.

10. Self-evaluation

The self-evaluation is always an important part of the promotion ePortfolio but particularly important when the assignment documents are non-existent or do not adequately describe the candidate's contributions and accomplishments.

11. Unit criteria for non-tenure-track promotion

**As approved by the University Provost or designee**, the chairperson/director has the responsibility, if requested, for providing the faculty member a copy of the current Promotion Criteria.

12. Annual Employee Performance Evaluations

For the period under consideration, a copy of the annual evaluation and any corrective action plans or other feedback is to be submitted in this section. The chairperson/director has the responsibility, if requested, to assist the faculty member obtain copies of Annual Evaluations.

13. Supplementary Material, if applicable

Similar to tenure-track promotions, candidates may include supplementary materials with examples of accomplishments in instruction and/or scholarship, research, creative activity.

14. External Letters of Evaluation

Three external letters of evaluation solicited for this application, are **required** for Scholars/Scientists/Engineers/Research Professors. Different from external letters required for tenure-track faculty, those referees selected may be familiar with the candidate's work.

External letters of evaluation, solicited for this application, **may be included** for Instructors/Lecturers, as appropriate to the discipline. For example, letters in regard to performances or community work may be very appropriate in some disciplines. Here too, those referees selected may be familiar with the candidate's work. The number of external referees solicited is a decision made by the candidate and the supervisor.

**External reviewers** need to be selected by the unit supervisor; the candidate should have the opportunity to review the list for conflicts of interest. Solicitation letters and cover sheets may

be the same as those used for tenure-track promotion ePortfolios. The Chairperson of the Department/Director of the School must provide copies to the faculty member, **unless the faculty member has chosen to waive his/her right as indicated on the form in Interfolio. Please be sure to check the waiver form prior to sharing the external letters with the candidate.**

#### 15. Internal letters of evaluation

Internal letters of evaluation, solicited for this application, **may be included** for Scholars/Scientists/Engineers/Research Professors, and it is anticipated that they would be familiar with the candidate's contribution to the unit. The number of internal referees solicited is a decision made by the candidate and the supervisor.

Three internal letters of evaluation, solicited for this application, are **required** for Instructors/Lecturers. It is anticipated that the referees may be from colleagues familiar with the candidate's work and contribution to the unit.

**Internal reviewers** need to be selected by the unit supervisor; the candidate should have the opportunity to review the list for conflicts of interest. Solicitation letters and cover sheets may be the same as those used for tenure-track promotion ePortfolios. The Chairperson of the Department/Director of the School must provide copies to the faculty member, **unless the faculty member has chosen to waive his/her right as indicated on the form in Interfolio. Please be sure to check the waiver form prior to sharing the internal letters with the candidate.**

#### 16. CERTIFICATION OF COMPLETENESS OF PROMOTION PORTFOLIO DOCUMENTATION

The Chairperson/Director will receive the case in Interfolio prior to moving forward for stages of review. Once the candidate has completed their packet and submitted it, the Chairperson/Director will review the contents and ensure that all materials required are included in the packet. Once the Chairperson/Director has reviewed the packet materials, they will fill out and sign the *Certification of Completeness of Promotion and/or Tenure Portfolio Documentation* form and attach it in Interfolio before sending the case forward to the next stage of review. The form is attached to the end of this document.

If the Chairperson/Director receives an incomplete packet, they shall notify the candidate via email and list the missing materials to be attached. The Chairperson/Director will then unlock those appropriate sections in Interfolio so the candidate may include the remaining documents and re-submit. The sections will automatically lock upon resubmission. The Chairperson/Director, after confirming all missing documents have been received and all sections are locked, will fill out and sign the *Certification of Completeness of Promotion and/or Tenure Portfolio Documentation* form and attach it in Interfolio before sending the case forward to the next stage of review. **The Provost may reject incomplete files.**

17. Report of the Unit, if applicable

If there is a review at the department/school/unit level, the vote and a written narrative report conveying the reasons for the report should be included.

**PLEASE BE CAREFUL TO NOT USE NAMES OF EXTERNAL REVIEWERS IF THE CANDIDATE HAS WAIVED THE RIGHT TO REVIEW. IF YOU NOTICE NAMES OF EXTERNAL EVALUATORS HAVE BEEN USED BY PREVIOUS COMMITTEE REVIEWERS, YOU SHOULD SEND THE CASE BACKWARD AND NOTIFY THE COMMITTEE CHAIR TO REVISE THEIR LETTER TO EXCLUDE IDENTIFYING INFORMATION. SHOULD THE CASE PROGRESS FORWARD USING NAMES OF REVIEWERS WHEN IT IS NOT PERMITTED, THE CASE WILL BE SENT BACK TO THE APPROPRIATE LEVEL OF REVIEW UNTIL THE CHANGE IS MADE.**

18. Letter from the Chair/Director/Supervisor

Please refer to the Promotion and Tenure Guidelines Memo for the contents of this written recommendation.

19. Report of the College Committee

A memorandum including the vote and a written narrative report conveying the reasons for the report should be included.

**PLEASE BE CAREFUL TO NOT USE NAMES OF EXTERNAL REVIEWERS IF THE CANDIDATE HAS WAIVED THE RIGHT TO REVIEW. IF YOU NOTICE NAMES OF EXTERNAL EVALUATORS HAVE BEEN USED BY PREVIOUS COMMITTEE REVIEWERS, YOU SHOULD SEND THE CASE BACKWARD AND NOTIFY THE COMMITTEE CHAIR TO REVISE THEIR LETTER TO EXCLUDE IDENTIFYING INFORMATION. SHOULD THE CASE PROGRESS FORWARD USING NAMES OF REVIEWERS WHEN IT IS NOT PERMITTED, THE CASE WILL BE SENT BACK TO THE APPROPRIATE LEVEL OF REVIEW UNTIL THE CHANGE IS MADE.**

20. Letter from the Dean

Please refer to the Promotion and Tenure Guidelines Memo for the contents of this written recommendation.

ePortfolios for non-tenure-track promotions need to be submitted to the Office of the Provost by **January 5, 2024**. Please structure college timelines to ensure compliance with this submission date. If you have any questions on any of these materials or need assistance, please contact Arcadia Callahan, Director for Academic Personnel, at 561-297-4747 or [abetancourt@fau.edu](mailto:abetancourt@fau.edu).

**Certification of Completeness of Promotion and/or Tenure Portfolio Documentation**

I have reviewed the promotion and/or tenure portfolio of \_\_\_\_\_  
(candidate name) and certify that all of the required materials are included on the date signed.

\_\_\_\_\_  
Signature of Chairperson/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date