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**Promotion Portfolio Criteria Checklist**

* **By first week in September  Formal portfolio presented to the Dean**
* **By October 15  Formal portfolio with Dean’s recommendation presented to FPEC**
* **By January 15  Formal portfolio with FPEC’s recommendation**
* **By February 15  Portfolio is recommended to the President**
* **April Board Meeting – Recommendation to Board of Trustees**
* **By April 30  Notification sent to applicant**
* 1. Application for Promotion Form (not in protective sleeve)
* Dean’s signature
* Dean’s recommendation or non-recommendation
* Separate sheet(s) listing criteria for that rank and specifying, in bulleted fashion, how each criterion is met
* 2. One page biography
* 3. Current curriculum vitae
* 4. Faculty Evaluation Forms (FEFs) for last three years or all years employed at PBA
* 5. Documentation for criteria (refer to *Faculty Handbook*)
* Years of Service and years in rank
* Integration of Faith and Learning
* Required Essay on integration
* Additional Documentation
* Teaching
* Research and Scholarship
* Service (professional, community, PBA, church)
* Student Relationships
* Other (i.e., no more than three peer review/letters of reference)
* 6. Organization and order of contents
* One three-ring binder notebook (no more than 3-4 inches)
* Do not use page sleeves/protectors
* Cover Page
* Table of Contents
* Application for promotion and sheet(s) listing criteria and specifying, in bulleted fashion, how each criterion is met
* One page biography
* Current Curriculum vitae
* Faculty Evaluation Forms (FEFs) for at least the last three years of all years employed at PBA
* Categories divided with tab sheets
* Under each tab sheet, list in bulleted fashion the key accomplishments in that category (limit 1-2 pages in length).
* Documentation for each category
* Ensure that all portfolio contents are secure and will not fall out