

## Checklist of Items to Include in the Personnel Portfolio

(updated July 2019)

**Items in Candidate Materials Folder** (save each of the items listed as a **separate** PDF file):

✓ **Personal Statement**

*Page limits (single spacing; 12 point font and 1" margins):*

5 pages/3000 words (contract renewal);

7 pages/4200 words (tenure and/or promotion to Associate Professor);

9 pages/5400 words (promotion to Full Professor)

*The College Personnel Committee recommends you use Arial 12 point font*

✓ **Curriculum Vita** (list accomplishments in reverse chronological order; include GVSU hire date)

### Examples of Relevant Work to Support Personal Statement:

✓ **Teaching Supporting Materials** (include a table of contents)

✓ **Scholarly/Creative Activity Supporting Materials** (include a table of contents)

✓ **Service Supporting Materials** (include a table of contents)

✓ **Documentation of Years Toward Tenure or Joint Appointment** (*if applicable*)

✓ **Unit Recommendation Report** from prior contract renewal(s) for faculty seeking tenure (*recommended but not required*)

### Items in Unit Materials Folder

✓ **Standards.** A copy of unit and college standards used for the personnel evaluation (access at: <https://www.gvsu.edu/upr/>)

### Materials Provided by the Math Personnel Committee Includes:

✓ **Faculty Activity Plans (FAPs), Faculty Activity Reports (FARs), and Written Performance Summaries (WPS)**

○ Documents are merged into one file, organized chronologically, and include a table of contents at the beginning of the file (i.e., 2015 FAP, 2015 FAR, 2015 WPS, etc.)

○ All FAPs and FARs from past 6 years for Full Professor; all FAPs and FARs since initial hire at GVSU for contract renewals and tenure/promotion to Associate Professor

○ All WPS from 2015 (calendar year) and subsequent years; may request earlier years but not required

✓ **Student Evaluations** all End of Semester Student Evaluations from period of review (typically 6 years) plus a spreadsheet recording all numeric scores

✓ **Class Visit Records (CVR) since 2013** (minimum of 2)

○ Untenured faculty – all CVRs produced by PC prior to review

○ Tenured faculty – all CVRs produced by PC in the three years prior to review

✓ **External Letters** – All candidates are encouraged to solicit 1-3 letters from professional colleagues outside the Math Department, and if appropriate outside GVSU.