

Checklist Of Items To Include in the Personnel Portfolio *(updated August 2017)*

Items the Candidate Includes (save each item listed as a separate PDF file):

- ✓ **Personal Statement**
Page limits (single spacing):
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 asks you use Arial 12 point font and 1" margins
- ✓ **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)
 - ✓ **Scholarship Supporting Materials** (include a table of contents)
 - ✓ **Service Supporting Materials** (include a table of contents)
- ✓ **Faculty Activity Reports (FARs), Faculty Activity Plans (FAPs) and Written Performance Summaries (WPS)**
 - Integrate documents into one file, organized chronologically, and include a table of contents at the beginning of the file (i.e., 2015 WPS, 2015 FAP, 2015 FAR etc.)
 - Include 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
 - Include all WPS from 2015 (calendar year) and subsequent years
- ✓ **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 the Personnel Committee Includes:

- ✓ **Student Evaluations** --all Student Evaluations from period of review 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 CVR 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.
- ✓ **Copy of departmental standards: Workload & Evaluation of Regular Faculty (v.3.2)**