

Preparing for Promotion and Tenure: Developing an Academic Portfolio

Introduction

College of Human Medicine (CHM) faculty members applying for reappointment, promotion and/or tenure are encouraged to carefully review the specific requirements for the preparation of an application. Generally, the application will include a completed University Form D: “Recommendation for Reappointment, Promotion, or Tenure Action”, and documentation required in the “Standards, Criteria, and Guidelines for Reappointment, Promotion and Tenure in the College of Human Medicine”.

For faculty with Health Program and Fixed Term appointments, there are similar forms and documentation requirements. Copies of all University and College forms, instructions and documentation requirements can be found at:

<http://www.chmfacultyaffairs.msu.edu/>

Applicants are also strongly encouraged to review the specific application procedures and documentation requirements in their department or academic unit reappointment, promotion and tenure guidelines.

The Academic Portfolio

In addition to the required forms and documentation, applicants are encouraged to prepare an Academic Portfolio. An Academic Portfolio is defined examples or evidence of the quality of the applicant’s work in the areas of review: 1. Instruction; 2. Research, Creative and Scholarly Activities; and 3. Service (Clinical, Institutional and Professional Service).

The applicant collects, assembles and organizes significant academic products and other supporting evidence documenting the quality of his/her accomplishments during the review period. This supporting information is generally organized into a notebook, organized by review category, and submitted as part of the total application package.

What follows are examples of documents and other supporting materials that may be included in an Academic Portfolio. Each applicant’s Portfolio will vary as a function of their appointment type and assigned effort in each review category.

1. DOCUMENTATION OF INSTRUCTION

Examples of documents and other supporting materials as evidence of quality in Instruction:

- Course, clerkship, workshop and seminar evaluations/comments
- Letters from others documenting quality of teaching
- Summary and evaluations of guest teaching and visiting professorships
- Textbooks
- Reference materials
- Copies of syllabi, handouts, examinations, and other instructional materials
- Educational software or web sites
- Documentation of grants/contracts received in support of instruction and evaluation
- Summary of advising and mentorship activities; evaluations from mentees

- External assessments of the interest in and quality of instructional materials
- Documentation of excellence in department, college or university educational assignments, committees or task forces
- Awards, honors or other recognition for excellence in teaching
- Other documentation of excellence in teaching.

Applicants should indicate their role and contribution if work is not exclusively their own.

2. DOCUMENTATION OF RESEARCH, CREATIVE AND SCHOLARLY ACTIVITIES

Examples of documents and other supporting materials as evidence of quality in Research, Creative, and Scholarly Activities:

- Books, chapters or monographs
- Peer-reviewed manuscripts (submitted and published)
- Copies of peer-reviewed posters
- Professional meeting peer-reviewed and invited oral presentation handouts
- Invited presentations pertaining to scholarship
- Grants/contracts submitted and Notice of Grant Awards received
- Reviews or evaluations of peer-reviewed scholarly products
- Journal rankings & citation analysis
- Elected membership in national scientific societies
- Participation in study sections and advisory groups
- Participation as a journal editor, reviewer, or advisory board member
- External letters documenting excellence in research, creative and scholarly activity
- Awards
- Unsolicited testimonials, letters, e-mails

Applicants should indicate their role and contribution if work is not exclusively their own.

3. DOCUMENTATION OF SERVICE (CLINICAL, INSTITUTIONAL AND PROFESSIONAL SERVICE)

Examples of documents and other supporting materials as evidence of quality in Clinical and Professional Service:

A. CLINICAL SERVICE

- Copies of clinical excellence ratings by patients, peers, and supervisors
- Practice-based performance data
- Documentation of board and relevant skills certification
- Summary of CME activities
- Evidence of being highly sought after for clinical services
- Evaluations by colleagues of excellent patient care
- Documented leadership in development of innovative clinical practices

- Evidence of achieving national benchmarks for clinical productivity
- Evidence of participating in professional societies
- Evidence of serving as a mentor
- Participation in quality assurance programs
- Evidence of participating in department, college or hospital patient care committees
- Awards or other recognition for clinical excellence.

Applicants should indicate their role and contribution if work is not exclusively their own.

B. INSTITUTIONAL SERVICE

- Documentation of excellence in department, college, hospital and university committee assignments
- Products generated by committee/administrative work
- Summary of committee and administrative leadership appointments/elections
- Evidence of participation in leadership development programs
- Participation in community activities
- Awards for excellence in committee service
- Unsolicited letters, e-mail, etc. documenting excellence in committee and administrative service.

Applicants should indicate their role and contribution if work is not exclusively their own.

C. PROFESSIONAL SERVICE

- Participation in national, state, regional or local professional organizations
- Elected or appointed positions in professional organizations
- Manuscript, annual meeting, and grant review activities
- Consulting and technical assistance activities
- Participation in relevant community boards
- Expert consultant to media
- Invited presentations to other professional audiences, communities
- Service Awards
- Unsolicited testimonials, letters, e-mails

Final Thoughts

1. Involve your department chair and/or mentor in the preparation of your Academic Portfolios.
2. Prepare an Academic Portfolio for your annual review at the department/academic level.
3. Keep a file of all possible supporting evidence and documentation.