**Prospectus**

Place the final written Prospectus that you created during your first probationary year into section 3.10 of your portfolio.

1. Your Prospectus (Teaching, Scholarly and Creative Activity, and Service) is your plan for meeting department and University standards for tenure and promotion. See UPS 210.000, III., A.:

   During the first year of employment in a tenure-track position, each probationary faculty member shall write a **Prospectus** that includes narratives for teaching, scholarly and creative activities, and service, not to exceed 500 words each. These narratives shall describe the faculty member’s professional goals, areas of interest, resources required and accomplishments (s)he expects to achieve in each of the three areas evaluated in order to meet the approved Departmental Personnel Standards and/or UPS 210.000 for retention, tenure, and promotion. The Prospectus shall be due in the Department Chair’s office by February 28. The Prospectus will have no formal approval process, but will be reviewed by the Department/Division Chair and the Dean (or equivalent) who will each provide written feedback on a timetable to be determined by the colleges, but prior to May 1st. The Prospectus shall be included in the faculty member’s Portfolio for all Full Performance Reviews.

2. Do not include any feedback, advice, or letters of approval you may have received from your department chair or college dean while you were working on and revising your Prospectus in your first year.

3. **Your Prospectus is limited to 500 words for each area of review,** (Teaching, Scholarly and Creative Activity, and Service).