

2022-2023 RTP Portfolio Checklist

The following is to be completed and signed by the faculty member under review and submitted to their Chair by the deadline

Name: _____ Dept: _____ Prob Yr: _____ Srv Cr: _____

- _____ Table of Contents
- _____ Table of Contents of Appendix
- _____ Approved Departmental Personnel Standards or, if none, UPS 210.002 (version 6/8/2022)
- _____ Prospectus
- _____ Portfolio Vita
- _____ Narrative Summary of Teaching Performance
- _____ List of Classes Taught (for entire period of review)
- _____ Blank Student Opinion Questionnaire Form(s)
- _____ Narrative Summary of Scholarly and Creative Activities
- _____ Narrative Summary of Professional, University, and Community Service Activities

Please check off that **you** have included the following materials for each semester during the review period (edit this document as needed). This documentation is **REQUIRED** and available in the Faculty Student Success Dashboard (FSSD). If any of the required documents are not present in the WPAF, the faculty member must indicate *why* the material is missing, or provide a reasonable equivalent.

**Inclusion of Summer and Winter Session SOQs and Grade Distributions in the RTP portfolio is optional*

Semester and Academic Year	Statistical Summaries of Student Opinion Questionnaires (Course Reports)	SOQ Raw Data (Paper)/ SOQ Comment Reports (WEB)	Statistical Summaries of Grade Distributions (Graded Class Lists)

I certify that my file is complete and contains all of the required elements listed and checked off above.

Signature of faculty member submitting Portfolio

Date

Department Chairs must declare the Portfolio complete by checking that the following has been added to the Interfolio case, signing below, and adding a signed copy of this checklist to the specified internal case section in interfolio

_____ Previous Evaluations

I have reviewed the Portfolio of this faculty member against this checklist and declare it complete.

Signature of Department/Division Chair/Director

Date