

2022-2023 Counselor (CAPS) RTP Portfolio Checklist

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

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

- _____ Table of Contents
- _____ Table of Contents of Appendix
- _____ Approved Department Personnel Standards or, if none, UPS 210.002 (version 3-5-19)
- _____ Prospectus
- _____ Portfolio Vita
- _____ Narrative Summary of Professional Counseling Performance
- _____ List of Assignments or Classes Taught (if applicable)
- _____ Blank Evaluation Form(s) (if applicable)
- _____ Narrative Summary of Professional and Scholarly Activities and Development
- _____ Narrative Summary of Service to the Department, Division, University and Community

❖ **Please check off that you have included the following materials for each semester during the review period (edit this document as needed).**

**Inclusion of Summer and Winter Intersession Evaluations in the RTP portfolio are Optional*

Semester and Academic year	Statistical Summaries of CAPS Evaluation Forms	Grade Distributions

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

The Director must declare the Portfolio complete by signing below and uploading a signed copy to the designated section in Interfolio

_____ **Previous Evaluations (applicable only to probationary faculty who have completed at least one full review)**

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

Signature of Director

Date