

Portfolio Checklist for Faculty Probationary Reviews RPT Case

Candidate Name:

	Check That:	Examples/Notes	Initial
00_1	Case was created from an RPT template with the correct naming convention.	COLLEGE-UNIT-ActionAcademic Year Example: CLAS-PSY-Faculty Probationary Review 2024-25	
00_2	Portfolio documents (sections) use correct naming convention.	See Process Guide for internal case section order and naming convention example, and remember to add a "0" before single digit sections.	
00_3	All sections are included and in the correct order.	There should be at least one PDF document in each internal case section, 01-05 and 07-10. The only section that may not be present in every case is 11_Addendum. There is no section 06 as there are no external letters.	
00_4	No individual files within an internal section; each internal section is a single PDF.	Example: Confirmation of Teaching Evidence and all teaching evidence should be combined into one PDF (with bookmarks). Exception: Internal Letters section should contain individual PDFs as each letter is uploaded at a different time.	
00_5	Documents in Candidate Materials are set to Administrator View only.	Reviewers should only see the correct version of each file in Internal Case Sections.	
00_6	All case file documents are PDFs.	Word or Excel documents must be converted to PDF before uploading to RPT.	
00_7	No blank pages between sections or documents.	Blank pages cause confusion. We'll wonder if a page is missing.	
00_8	Text recognition has been applied to the documents before uploading to RPT.	We need to be able to search the PDF. This is a big help to committee members who need to cut and paste. If scanned, be sure it is legible.	
00_9	All PDFs are unprotected and unlocked.	We need to be able to edit and make notes.	
00_10	Acceptable signature types are used.	Original signatures preferred, JPG image is also acceptable. Font, Adobe EchoSign and Adobe Certificate signatures are not acceptable.	
00_10	All signatures have a date.		

Portfolio Checklist for Faculty Probationary Reviews

01_APA Form

Candidate Name: _____

01_1	Check That:	Examples/Notes	Initial
01_1	Internal Case Section has the correct naming convention.	01_APA Form	
01_2	PDF document has the correct naming convention.	01_APA Form_LastNameFirst Initial (Example: 01_APA Form_JoelW)	
01_3	Previous versions of the form are deleted.	We should only see the latest version of the form with the most recent signatures.	
01_4	APA Form document does not contain bookmarks, and does not open in bookmark panel view.		
01_5	Candidate name matches name in PeopleSoft/Workday record.	If candidate uses a nickname, include nickname in parentheses after full name. Example: Joel, William (Billy).	
01_6	Candidate ASU ID is correct.	Verify ASU ID in PeopleSoft/Workday	
01_7	Title, college, and unit are correct and spelled out.	No abbreviations for college or unit. No admin titles--just academic ranks.	
01_8	Correct academic unit is listed.	Just list the academic unit where the criteria lies; do not list any sub-specialties of the individual.	
01_9	Tenure-track start date for probationary faculty is accurate.	In PeopleSoft, review Workforce Development/Faculty Events/Calculate Tenure/Rank-Status History. In Workday, review Academic Appointments.	
01_10	Last academic personnel action is accurate for probationary review.	For probationary review, use the academic year of hire. Example: 2024-25 Hire The academic year of last action reviewed would be their first year on tenure track (for example, AY 2024-25 if hired effective 8/16/2024)--not the year they applied for the job.	
01_11	Expiration of probationary period is correct.	Confirm in PeopleSoft/Workday.	
01_12	Signer's name is printed and recommendation is clearly marked.		

Portfolio Checklist for Faculty Probationary Reviews 01_APA Form

Candidate Name:

	Check That:	Examples/Notes	Initial
01_13	Signature and date included for each level of internal review.	Original signatures preferred, JPG image is also acceptable. Font, Adobe EchoSign and Adobe Certificate signatures are not acceptable.	
01_14	PDF document is unprotected and unlocked.		
01_15	Text recognition has been applied to the document, and scanned pages are legible.		
01_16	No blank pages in PDF document.		

Portfolio Checklist for Faculty Probationary Reviews

02_Curriculum Vitae

Candidate Name:

	Check That:	Examples/Notes	Initial
02_1	Internal Case Section has the correct naming convention.	02_Curriculum Vitae	
02_2	PDF document has the correct naming convention.	02_Curriculum Vitae_LastNameFirst Initial (Example: 02_CurriculumVitae_JoeIW)	
02_3	Curriculum Vitae document does not contain bookmarks, and does not open in bookmark panel view.		
02_4	Candidate's last name is indicated on every page.	Preference is to have the last name in the top right corner.	
02_5	Page number indicated on every page.	First page should also have a page number. Preference is to have the page number in the top right corner.	
02_6	All pages included.	Make sure pages are in correct order and none are missing.	
02_7	No blank pages in PDF document.	Blank pages cause confusion. We'll wonder if a page is missing.	
02_8	Original CV remains in this section.	If an updated CV is approved to be included, it goes in the addendum section 12. Please include a note at the top of the first page of the CV indicating a revised CV is included as an addendum with the date.	
02_9	PDF document is unprotected and unlocked.	We need to be able to edit and make notes.	
02_10	Text recognition has been applied to the document.	If scanned, be sure it is legible. We need to be able to search the PDF. This is a big help to committee members who need to cut and paste.	

Portfolio Checklist for Faculty Probationary Reviews

03_Personal Statement

Candidate Name: _____

	Check That:	Examples/Notes	Initial
03_1	Internal Case Section has the correct naming convention.	03_Personal Statement	
03_2	PDF document has the correct naming convention.	03_Personal Statement_LastNameFirst Initial (Example: 03_Personal Statement_JoelW)	
03_3	Personal Statement document does not contain bookmarks, and does not open in bookmark panel view.		
03_4	Candidate's last name is indicated on every page.	Preference is to have the last name in the top right corner.	
03_5	Page number indicated on every page.	First page should also have a page number. Preference is to have the page number in the top right corner.	
03_6	All pages included.	Make sure pages are in correct order and none are missing.	
03_7	No blank pages in PDF document.		
03_8	Statement does not exceed four pages.	Document should be single-spaced, standard margins, 12 pt. font. A citation page counts toward the four page limit.	
03_9	PDF document is unprotected and unlocked.		
03_10	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Faculty Probationary Reviews

04_Unit and College Criteria

Candidate Name: _____

04_1	Check That:	Examples/Notes	Initial
04_1	Internal Case Section has the correct naming convention.	04_Unit and College Criteria	
04_2	PDF document has the correct naming convention.	04_Unit and College Criteria_Unit Name_College Name (Example: 04_Unit and College Criteria_Life Sciences_CLAS.) If a unit/college has multiple cases, naming and abbreviations should be consistent.	
04_3	Unit and College criteria are bookmarked.	Example: Unit Criteria (or Bylaws) Unit P&T (or Promotion) Criteria College Criteria (or Bylaws) College P&T (Promotion) Criteria	
04_4	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Bookmark the beginning of document and the relevant criteria section; each such document should have 2 bookmarks.	
04_5	Unit and College Criteria document opens in bookmark panel view.		
04_6	If the candidate has an approved Joint Appointment Memorandum of Understanding (JAMOU) on file, the JAMOU is included and bookmarked.	The JAMOU should go before the unit criteria (or bylaws). The bookmark name is "JAMOU."	
04_7	Complete, approved criteria are included in the portfolio. If criteria reside within a larger document, the entire document is included in the portfolio.	It's best to have criteria which exists as a stand-alone document, but if the criteria exists within the unit bylaws, include the complete bylaws in the portfolio.	
04_8	Each criteria document's first page lists the approval levels of the document.	We need to be able to see the status of the document.	
04_9	Criteria should posted on the provost's office website.	It does not need to be approved by the provost's office in order to be used, but it does need to be posted. Criteria should not include red edits or "track changes," which may confuse reviewers.	
04_10	All pages included.	Make sure pages are in correct order and none are missing.	

Portfolio Checklist for Faculty Probationary Reviews 04_Unit and College Criteria

Candidate Name:

	Check That:	Examples/Notes	Initial
04_11	No blank pages in PDF document.		
04_12	PDF document is unprotected and unlocked.		
04_13	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Faculty Probationary Reviews

05_Internal Letters

Candidate Name: _____

	Check That:	Examples/Notes	Initial
05_1	Internal Case Section has the correct naming convention.	05_Internal Letters	
05_2	Each internal letter is an individual PDF document, and has the correct naming convention. There are no "sub-bookmarks" within the PDF documents.	Example: 05_Unit Committee Letter_LastNameFirst Initial 05_Unit Chair/Director Letter_LastNameFirst Initial 05_College Committee Letter_LastNameFirst Initial 05_College Dean Letter_LastNameFirst Initial (Example: 05_Unit Committee Letter_JoelW)	
05_3	Internal letters are ordered in chronological order of the review process.	First PDF file in the section should be the Unit Committee letter followed by the Chair/Director letter followed by College Committee and Dean. If there is an addendum memo, it should follow the original letter.	
05_4	If there is an addendum to the case, the addendum letters follow the original letters.	Example: 05_Unit Committee Letter_LastNameFirst Initial 05_Unit Committee Addendum_LastNameFirst Initial 05_Unit Chair/Director Letter_LastNameFirst Initial	
05_5	Dates are provided on all letters.		
05_6	Committee letters include clear voting results.	Votes are: # Recommend, # Not Recommend, # Abstain, # Recused without Presence, # Absent	
05_7	Unit and College committee letters articulate any dissenting opinion. Do not phrase it as a double negative vote.	Example: "The faculty voted 17 in support of and 3 opposed to a regular contract as a result of probationary review. The minority opinion felt the candidate needs to work to publish in higher impact journals."	
05_8	All committee letters must list the names of all committee members.	If a committee member does not participate due to absence or recusal, note that in lieu of their signature.	
05_9	All reviewers have signed their respective recommendation letter.	Original signatures preferred, JPG image is also acceptable. Font, Adobe EchoSign and Adobe Certificate signatures are not acceptable.	

Portfolio Checklist for Faculty Probationary Reviews

05_Internal Letters

Candidate Name:

	Check That:	Examples/Notes	Initial
05_10	Signatures should appear at the bottom of the letter, not on a separate page.	If signature page is 'hanging', the hanging page must include name of candidate and summary outcome statement. Example: "This committee recommends that Assistant Professor Jane Smith receive a regular contract as a result of probationary review."	
05_11	Page number and level of review is indicated on every page of each letter.	Use page number of the letter, not PDF page number. Preference is to have the page number in the top right corner. Example: "College Committee letter, page 1"	
05_12	All pages included.	Make sure pages are in correct order and none are missing.	
05_13	No blank pages in PDF documents.		
05_14	PDF documents are is unprotected and unlocked.		
05_15	Text recognition has been applied to the documents, and scanned pages are legible.		

Portfolio Checklist for Faculty Probationary Reviews

07_Teaching Evidence

Candidate Name: _____

	Check That:	Examples/Notes	Initial
07_1	Internal Case Section has the correct naming convention.	07_Teaching Evidence	
07_2	PDF document has the correct naming convention.	07_Teaching Evidence_LastNameFirst Initial (Example: 07_Teaching Evidence_JoelW)	
07_3	First page of each document in the Teaching Evidence section is bookmarked.	Example: TE 0 TE 1 TE 2 TE 3	
07_4	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Do not include subsection numbering or descriptions.	
07_5	Teaching Evidence document opens in bookmark panel view.		
07_6	Top right-hand corner of each page of teaching evidence materials is labeled with corresponding document number (TE 0, TE 1, TE 2, etc.) and PDF page number.	This section will always begin with the Confirmation of Teaching Evidence which will be labeled as "TE 0, Page 1". Each subsequent document will include its corresponding document number and PDF page number. Example: The first page of the Summary of Student Evaluation of Instruction should include "TE 1, Page 2" in the top right-hand corner ("TE 1, Page 3" in top right-hand corner of next page, etc.). This format continues for TE 2, TE 3, etc. This numbering system ignores any existing page number that may appear in some documents.	
07_7	Confirmation of Teaching Evidence form lists, by title and by PDF page number, all materials included in this section.	The "submitted by" column indicates who provided the document for inclusion in the case (candidate, unit, college). This may not be the same as who wrote it originally (example: peer evaluation of teaching that was written by another faculty member, but provided by the candidate).	
07_8	Candidate signed and dated the Confirmation of Teaching Evidence form.	Original signatures preferred, JPG image is also acceptable.	

Portfolio Checklist for Faculty Probationary Reviews 07_Teaching Evidence

Candidate Name:

	Check That:	Examples/Notes	Initial
07_9	Completed Summary of Student Evaluation of Instruction table was created by the unit/college and then reviewed with candidate.	Summary of Student Teaching Evaluation of Instruction must include a scale and indicate the question asked of the students. For courses with less than 5 respondents, the course should be listed but the evaluation response data should not be included.	
07_10	Documents in the Teaching Evidence and Supporting Materials sections do not exceed 50 pages combined.	Confirmation of Teaching Evidence and Summary of Student Teaching Evaluation of Instruction do not count toward 50-page Supporting Material limit. All other materials in this section do count toward 50-page limit.	
07_11	All pages included.	Make sure pages are in correct order and none are missing.	
07_12	No blank pages in PDF document.		
07_13	PDF document is unprotected and unlocked.		
07_14	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Faculty Probationary Reviews

08_Sponsored Activity

Candidate Name:

	Check That:	Examples/Notes	Initial
08_1	Internal Case Section has the correct naming convention.	08_Sponsored Activity	
08_2	PDF document has the correct naming convention.	08_Sponsored Activity_LastNameFirst Initial (Example: 08_Sponsored Activity_JoeIW)	
08_3	First page of each section of the Sponsored Project Activity report is bookmarked.	Example: Summary Proposals Awards Expenditures	
08_4	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Do not include subsection numbering or descriptions. All four bookmarks should be included, even if multiple bookmarks would go to the same page.	
08_5	Sponsored Activity document opens in bookmark panel view.		
08_6	Full Sponsored Activity report is included. It is produced by the college.		
08_7	If there is no expectation of external funding, a note is added that states "No expectation of external funding."	This should be on the summary page of the report (not an additional page).	
08_8	If the candidate has \$0 in all categories, only the summary page is included.	If there is \$0 in all categories, there should be no bookmarks and no bookmark panel view. It must state whether or not there is an expectation of external funding.	
08_9	Candidate has reviewed the Sponsored Activity report.	If candidate questions the accuracy/completeness of the Sponsored Activity report or wants to contextualize data that appear there, they may include a note/explanation in the Supporting Materials section.	
08_10	All pages included.	Make sure pages are in correct order and none are missing.	
08_11	No blank pages in PDF document.		

Portfolio Checklist for Faculty Probationary Reviews 08_Sponsored Activity

Candidate Name:

	Check That:	Examples/Notes	Initial
08_12	PDF document is unprotected and unlocked.		
08_13	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Faculty Probationary Reviews

09_Publications_Creative Materials

Candidate Name: _____

09_1	Check That:	Examples/Notes	Initial
09_1	Internal Case Section has the correct naming convention.	09_Publications_Creative Materials	
09_2	PDF document has the correct naming convention.	09_Publications_Creative Materials_LastNameFirst Initial (Example: 09_Publications_Creative Materials_JoelW)	
09_3	First page of each document in the Publications/Creative Materials section is bookmarked.	Example: Pub 0 Pub 1 Pub 2 Pub 3	
09_4	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Bookmark should identify publications as Pub 1, Pub 2, etc. Do not use the publication's title as your bookmark name. Do not include subsection numbering or descriptions.	
09_5	Publications/Creative Materials document opens in bookmark panel view.		
09_6	Top right-hand corner of each page is labeled with corresponding document number (Pub 0, Pub 1, Pub 2, etc.) and PDF page number.	<p>This section will always begin with the Confirmation of Publications/Creative Materials which will be labeled as "Pub 0, Page 1". Each subsequent page will include its corresponding document number and PDF page number.</p> <p>Example: If the candidate submits three 10-page articles and a 250 page book, the numbering would be as follows: Confirmation page = "Pub 0, Page 1" in top right-hand corner Publication #1 = PDF Pages 2-11 ("Pub 1, Page 2" in top right-hand corner of first page, "Pub 1, Page 3" in top right-hand corner of next page, etc.) Publication #2 = PDF Pages 12-21 ("Pub 2, Page 12" in top right-hand corner of first page, "Pub 2, Page 13" in top right-hand corner of next page, etc.) This format continues for Publication #3 and Publication #4. This numbering system ignores the published page number that appeared in the journal.</p>	

Portfolio Checklist for Faculty Probationary Reviews

09_Publications_Creative Materials

Candidate Name:

	Check That:	Examples/Notes	Initial
09_7	Confirmation of Publications/Creative Materials form is completed in full.	Be sure to include full citation information for each publication/creative material provided. (Note: This would be the citation information for the publication, not the number of times cited.)	
09_8	Candidate signed and dated the Confirmation of Publications/ Creative Materials form.	Original signatures preferred, JPG image is also acceptable.	
09_9	Page number on Confirmation of Publications/Creative Materials Selections form corresponds with PDF page number.	Remember that the Confirmation of Publications/Creative Materials Selections form counts as Page 1 but is labeled as Pub 0.	
09_10	All publication pages are accounted for.	Make sure pages are in correct order and none are missing.	
09_11	No blank pages in PDF document.	A blank page that is part of the publication layout should be included, because it is included in the publication page numbering. However, blank pages should not be added to the section (for example, between publication documents).	
09_12	PDF document is unprotected and unlocked.		
09_13	Text recognition has been applied to the document, and scanned pages are legible.	Books must be scanned if a digital copy is not available. Be sure scanned publications open in the correct orientation upon initial view.	

Portfolio Checklist for Faculty Probationary Reviews

10_Supporting Materials

Candidate Name: _____

	Check That:	Examples/Notes	Initial
10_1	Internal Case Section has the correct naming convention.	10_Supporting Materials	
10_2	PDF document has the correct naming convention.	10_Supporting Materials_LastNameFirst Initial (Example: 10_Supporting Materials_JoeIW)	
10_3	First page of each document in the Supporting Materials section is bookmarked.	Example: Supp 0 Supp 1 Supp 2 Supp 3	
10_4	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Do not include subsection numbering or descriptions.	
10_5	Supporting Materials document opens in bookmark panel view.		
10_6	Top right-hand corner of each page of supporting materials is labeled with corresponding document number (Supp 0, Supp 1, Supp 2, etc.) and PDF page number.	This section will always begin with the Confirmation of Supporting Materials which will be labeled as "Supp 0, Page 1".	
10_7	Confirmation of Supporting Materials form lists, by title and by PDF page number, all materials included in this section.	Documents should be placed in this section in the order that they are listed on the confirmation page.	
10_8	Candidate signed and dated the Confirmation of Supporting Materials form.	Original signatures preferred, JPG image is also acceptable.	
10_9	Documents in the Teaching Evidence and Supporting Materials sections do not exceed 50 pages combined.	Confirmation of Supporting Materials page does not count toward 50-page Supporting Material limit. All other materials in this section do count toward 50-page limit.	
10_10	All Supporting Materials pages are accounted for.	Make sure pages are in correct order and none are missing.	

Portfolio Checklist for Faculty Probationary Reviews

10_Supporting Materials

Candidate Name:

	Check That:	Examples/Notes	Initial
10_11	If candidate elects not to include any supporting materials, the box at the bottom of the form is checked.	<p>The form is always required, even if no supporting materials are provided.</p> <p>If no supporting materials are provided, the confirmation page should still say "Supp 0, Page 1" in the top right corner, but no bookmarks are necessary, and the document should not open in bookmark panel view.</p>	
10_12	No blank pages in PDF document.		
10_13	PDF document is unprotected and unlocked.		
10_14	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Faculty Probationary Reviews

11_Addendum

Candidate Name: _____

	Check That:	Examples/Notes	Initial
11_1	Internal Case Section has the correct naming convention.	11_Addendum	
11_2	PDF document has the correct naming convention.	11_Addendum_LastNameFirst Initial (Example: 11_Addendum_JoelW)	
11_3	First page of each document in the Addendum section is bookmarked.	Example: Add 0 Add 1 Add 2 Add 3	
11_4	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Do not include subsection numbering or descriptions.	
11_5	Addendum document opens in bookmark panel view.		
11_6	This section is only used if materials are added to the file after the first response from an external reviewer is received.	If there is no addendum, there should not be a section 11_Addendum in the case. Make sure that the addendum process, as outlined in the process guide, has been followed.	
11_7	Top right-hand corner of each page of supporting materials is labeled with corresponding document number (Add 1, Add 2, etc.) and PDF page number.	This section will always begin with the Confirmation of Addendum Materials which will be labeled as "Add 0, Page 1".	
11_8	Confirmation of Addendum Materials form lists, by title and by PDF page number, all materials included in this section.	Documents should be placed in this section in the order that they are listed on the confirmation page.	
11_9	Addendum materials should clearly indicate changes or additions from what was originally submitted.	Example: If a revised CV is submitted, the additions/changes to the CV from the original CV should be highlighted. (Original CV remains in section 02, with a note at the top indicating a revised CV is included as an addendum with the date.)	
11_10	Internal letters are not included in this section.	Letters or "addendum memos" from internal levels of review, indicating that they have reviewed the addendum materials and whether or not it changes their prior recommendation, should be in section 05_Internal Letters.	

Portfolio Checklist for Faculty Probationary Reviews 11_Addendum

Candidate Name:

	Check That:	Examples/Notes	Initial
11_11	All Addendum pages are accounted for.	Make sure pages are in correct order and none are missing.	
11_12	No blank pages in PDF document.		
11_13	PDF document is unprotected and unlocked.		
11_14	Text recognition has been applied to the document, and scanned pages are legible.		