Portfolio Checklist for Promotion and/or Tenure
PDF Portfolio

Candidate Name:

	Check That:	Examples/Notes	Initial
00_1	PDF portfolio has the correct naming convention.	COLLEGE-UNIT-LastFirst-ActionAcademic Year **Example:** CLAS-PSY-SmithJane-PromotionTenure2024-25 HIDA-SOA-JonesTom-PromotionFull2024-25 BUS-MGT-JonesMary-TenureOnly2024-25	
00_2	Portfolio documents (sections) use correct naming convention.	See Process Guide for file 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 one PDF document for each section, 01-11. The only section that may not be present in every case is 12_Addendum.	
00_4	All portfolio documents are PDFs.	Word or Excel documents must be converted to PDF before insertion into the portfolio.	
00_5	No folders in PDF portfolio; each portfolio section is a single PDF.		
00_6	PDF portfolio should open in Bookmark panel and page view for those sections that have bookmarks as applicable: 04, 05, 06, 07, 08, 09, 10, 11, 12.	Properties: Initial view tab: Drop down navigation tab to Bookmark panel and page.	
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 PDF portfolio.	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_11	All signatures have a date.		

Portfolio Checklist for Promotion and/or Tenure
01_APA Form

Candidate Name:

	Check That:	Examples/Notes	Initial
01_1	PDF document has the correct naming convention.	01_APA Form_LastNameFirst Initial (Example: 01_APA Form_JoelW)	
01_2	APA Form document does not contain bookmarks, and does not open in bookmark panel view.	If candidate is seeking two actions, both APA forms should be combined into a single PDF but not bookmarked.	
01_3	Candidate name matches name in PeopleSoft record.	If candidate uses a nickname, include nickname in parentheses after full name. **Example:** Joel, William (Billy).	
01_4	Candidate ASU ID is correct.	Verify ASU ID in PeopleSoft.	
01_5	Title, college, and unit are correct and spelled out.	No abbreviations for college or unit. No admin titles--just academic ranks.	
01_6	Correct academic unit is listed.	Just list the academic unit where the criteria lies; do not list any sub-specialties of the individual.	
01_7	Tenure-track start date for probationary faculty is accurate.	Available in PeopleSoft. Review Workforce Development/Faculty Events/Calculate Tenure/Rank-Status History	
01_8	Last academic personnel action is accurate for probationary review.	For probationary review, use the academic year of hire. **Example:** 2014-15 Hire	
01_9	Last academic personnel action is accurate for promotion and tenure.	For promotion and tenure, the last action is typically the probationary review year. **Examples:** 2011-12 Probationary Review, 2013-14 Conditional Review, 2014-15 Regular Contract	
01_10	Last academic personnel action is accurate for tenure only.	For tenure only, the last action is typically the academic year of hire. **Example:** 2014-15 Hire.	
01_11	Last academic personnel action is accurate for promotion to full professor.	For promotion to full professor, the last action is typically the year they were reviewed for tenure. **Example:** 2012-13 Promotion and Tenure Review. **Note:** If the candidate previously applied for promotion and was unsuccessful, do not list it here.	

Portfolio Checklist for Promotion and/or Tenure
01_APA Form

Candidate Name:

	Check That:	Examples/Notes	Initial
01_12	Academic year of last action reviewed is accurate.	Typically, this is the year they were reviewed (for example, AY 2023-24 if P&T was granted effective 8/16/2024). If the last action was hire, it 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_13	Action under consideration is accurate and complete.	If an individual is seeking two actions, there should be a form for each action. **Example:** Promotion to Full Professor and Tenure.	
01_14	Expiration of probationary period is correct.	Confirm in PeopleSoft. Leave blank if individual is tenured.	
01_15	Signer's name is printed and recommendation is clearly marked.		
01_16	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_17	PDF document is unprotected and unlocked.		
01_18	Text recognition has been applied to the document, and scanned pages are legible.		
01_19	No blank pages in PDF document.		

Portfolio Checklist for Promotion and/or Tenure
02_Curriculum Vitae

	Candidate Name:	

	Check That:	**Examples/Notes**	**Initial**
02_1	PDF document has the correct naming convention.	02_Curriculum Vitae_LastNameFirst Initial (Example: 02_Curriculum Vitae_JoelW)	
02_2	Curriculum Vitae document does not contain bookmarks, and does not open in bookmark panel view.		
02_3	Candidate's last name is indicated on every page.	Preference is to have the last name in the top right corner.	
02_4	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_5	All pages included.	Make sure pages are in correct order and none are missing.	
02_6	No blank pages in PDF document.	Blank pages cause confusion. We'll wonder if a page is missing.	
02_7	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_8	PDF document is unprotected and unlocked.	We need to be able to edit and make notes.	
02_9	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 Promotion and/or Tenure
03_Personal Statement

Candidate Name:	

	Check That:	Examples/Notes	Initial
03_1	PDF document has the correct naming convention.	03_Personal Statement_LastNameFirst Initial (Example: 03_Personal Statement_JoelW)	
03_2	Personal Statement document does not contain bookmarks, and does not open in bookmark panel view.		
03_3	Candidate's last name is indicated on every page.	Preference is to have the last name in the top right corner.	
03_4	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_5	All pages included.	Make sure pages are in correct order and none are missing.	
03_6	No blank pages in PDF document.		
03_7	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 Promotion and/or Tenure
04_Unit and College Criteria

Candidate Name:

	Check That:	Examples/Notes	Initial
04_1	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_2	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_3	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_4	Unit and College Criteria document opens in bookmark panel view.		
04_5	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_6	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_7	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_8	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_9	All pages included.	Make sure pages are in correct order and none are missing.	
04_10	No blank pages in PDF document.		

Portfolio Checklist for Promotion and/or Tenure
04_Unit and College Criteria

Candidate Name:

	Check That:	Examples/Notes	Initial
04_11	PDF document is unprotected and unlocked.		
04_12	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Promotion and/or Tenure
05_Internal Letters

Candidate Name:

	Check That:	Examples/Notes	Initial
05_1	PDF document has the correct naming convention.	05_Internal Letters_LastNameFirst Initial (Example: 05_Internal Letters_JoelW)	
05_2	Internal letters are bookmarked.	**Example:** Unit Personnel Committee Unit Chair/Director College Personnel Committee College Dean	
05_3	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."		
05_4	Internal Letters document opens in bookmark panel view.		
05_5	Internal letters are ordered and bookmarked in chronological order of the review process.	First letter in the PDF should be the Unit Committee letter followed by the Chair/Director letter followed by College Committee and Dean. Bookmarks should also follow this order. If there is an addendum memo, it should follow the original letter.	
05_6	If there is an addendum to the case, the addendum letters follow the original letters, and are bookmarked.	**Example:** Unit Personnel Committee Unit Personnel Committee Addendum Unit Chair/Director	
05_7	Dates are provided on all letters.		
05_8	Committee letters include clear voting results.	Votes are: # Recommend, # Not Recommend, # Abstain, # Recused without Presence, # Absent	
05_9	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 promotion and tenure. The minority opinion felt the candidate needed to have published in higher impact journals."	
05_10	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.	

Portfolio Checklist for Promotion and/or Tenure
05_Internal Letters

Candidate Name:	

	Check That:	Examples/Notes	Initial
05_11	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.	
05_12	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 be promoted to Associate Professor with tenure."	
05_13	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_14	All internal letters have been screened for information that could compromise external reviewer anonymity.	Letters must not identify reviewer by institution, prestigious award(s), specific title, region/state location, or any other unique identifier(s).	
05_15	Internal letters refer to external reviewers by "C" or "L" numbers.	"C" stands for candidate-proposed reviewer; "L" stands for unit leader-proposed reviewer. **Example:** Candidate proposed reviewer #1 is referred to as "C1"; Unit leader proposed reviewer #4 is referred to as "L4"	
05_16	All direct quotations of external reviewers are identified by "C" or "L" number.	There should be no uncited quotations in the internal letters. All quotes should be attributed to a specific reviewer by "C" or "L" number.	
05_17	All pages included.	Make sure pages are in correct order and none are missing.	
05_18	No blank pages in PDF document.		
05_19	PDF document is unprotected and unlocked.		
05_20	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Promotion and/or Tenure
06_External Letters

	Candidate Name:	

	Check That:	Examples/Notes	Initial
06_1	PDF document has the correct naming convention.	06_External Letters_LastNameFirst Initial (Example: 06_External Letters_JoelW)	
06_2	First page of each document in the External Letters section is bookmarked.	**Example:** External Reviewers Grid Sample Letter C1 C2 C3 L1 L2 L3	
06_3	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."		
06_4	External Letters document opens in bookmark panel view.		
06_5	The only names that appear on the **External Reviewers Grid** are those external reviewers who were **formally invited** to participate.	A formally invited reviewer is one who has been approved by the dean and sent a formal invitation (using the sample invitation included in the portfolio) to participate in the promotion and tenure process. Once formally invited, the reviewer's name remains on the **External Reviewers Grid** regardless of whether the reviewer actually submits an recommendation letter. The numbering of the letters should remain consistent with the original grid. If the informal invitation is declined, the line can be removed but it should not be renumbered.	
06_6	All columns of the **External Reviewers Grid** have been completed and chair/director and dean have signed.	If the dean gives approval for unit to invite specific additional reviewers, add the newly invited external reviewer(s) to the **External Reviewers Grid** where appropriate (C or L section) and have chair/director and dean sign revised **External Reviewers Grid**.	
06_7	Any conflicts of interest are noted on the **External Reviewers Grid.**	Chair/director and dean should also disclose and contextualize any conflicts of interest in the respective letter. Be sure to add the COI if noted after letters are received.	

Portfolio Checklist for Promotion and/or Tenure
06_External Letters

	Candidate Name:	

	Check That:	Examples/Notes	Initial
06_8	Sample invitation letter is included.		
06_9	External letters are placed in the order the reviewers appear on the **External Reviewers Grid.**	First external letter should be first entry on **External Reviewers Grid**; candidate-proposed reviewer letters should come first, followed by unit leader-proposed external reviewer letters.	
06_10	First page of each external letter is bookmarked by "C" or "L" number.	Bookmarks should read "C1", "C2", "C3", etc...."L1", "L2", "L3", etc.	
06_11	Top right-hand corner of the first page of each external letter includes the "C" or "L" number.	**Example:** First page of C5's letter has "C5" in the top right corner.	
06_12	Page number 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.	
06_13	All external letters are signed **or** include an email from the reviewer.	If reviewer submitted his/her letter as an attachment via email and the letter is unsigned, attach a copy of the email at the end of the letter. Do not include emails from external reviewers who failed to submit a letter. If a formally-invited reviewer declines participation or fails to submit a letter after they received the invitation, note that in the last column of the **External Reviewers Grid**. Adobe signatures are acceptable for external letters.	
06_14	No CVs or biosketches included for external reviewers	CVs and biosketches should be in section 10_External Reviewer Curricula Vitae.	
06_15	All pages included.	Make sure pages are in correct order and none are missing.	
06_16	No blank pages in PDF document.		
06_17	PDF document is unprotected and unlocked.		
06_18	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Promotion and/or Tenure
07_Teaching Evidence

Candidate Name:	

	Check That:	Examples/Notes	Initial
07_1	PDF document has the correct naming convention.	07_Teaching Evidence_LastNameFirst Initial (Example: 07_Teaching Evidence_JoelW)	
07_2	First page of each document in the Teaching Evidence section is bookmarked.	**Example:** TE 0 TE 1 TE 2 TE 3	
07_3	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Do not include subsection numbering or descriptions.	
07_4	Teaching Evidence document opens in bookmark panel view.		
07_5	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_6	**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_7	Candidate signed and dated the **Confirmation of Teaching Evidence** form.	Original signatures preferred, JPG image is also acceptable.	

Portfolio Checklist for Promotion and/or Tenure
07_Teaching Evidence

Candidate Name:

	Check That:	Examples/Notes	Initial
07_8	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_9	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_10	All pages included.	Make sure pages are in correct order and none are missing.	
07_11	No blank pages in PDF document.		
07_12	PDF document is unprotected and unlocked.		
07_13	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Promotion and/or Tenure
08_Sponsored Activity

Candidate Name:

	Check That:	Examples/Notes	Initial
08_1	PDF document has the correct naming convention.	08_Sponsored Activity_LastNameFirst Initial (Example: 08_Sponsored Activity_JoelW)	
08_2	First page of each section of the Sponsored Activity report is bookmarked.	**Example:** Summary Proposals Awards Expenditures	
08_3	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_4	Sponsored Project Activity document opens in bookmark panel view.		
08_5	Full Sponsored Project 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_6	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_9	All pages included.	Make sure pages are in correct order and none are missing.	
08_10	No blank pages in PDF document.		
08_11	PDF document is unprotected and unlocked.		

Portfolio Checklist for Promotion and/or Tenure
08_Sponsored Activity

Candidate Name:

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

Portfolio Checklist for Promotion and/or Tenure
09_Publications_Creative Materials

Candidate Name:	

	Check That:	Examples/Notes	Initial
09_1	PDF document has the correct naming convention.	09_Publications_Creative Materials_LastNameFirst Initial (Example: 09_Publications_Creative Materials_JoelW)	
09_2	First page of each document in the Publications/Creative Materials section is bookmarked.	**Example:** Pub 0 Pub 1 Pub 2 Pub 3	
09_3	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_4	Publications/Creative Materials document opens in bookmark panel view.		
09_5	Top right-hand corner of each page is labeled with corresponding document number (Pub 0, Pub 1, Pub 2, etc.) and PDF page number.	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. **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.	
09_6	**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.)	

Portfolio Checklist for Promotion and/or Tenure
09_Publications_Creative Materials

Candidate Name:

	Check That:	Examples/Notes	Initial
09_7	Candidate signed and dated the **Confirmation of Publications/ Creative Materials** form.	Original signatures preferred, JPG image is also acceptable.	
09_8	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_9	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 Promotion and/or Tenure
10_External Reviewer Curricula Vitae

Candidate Name:	

	Check That:	Examples/Notes	Initial
10_1	PDF document has the correct naming convention.	10_External Reviewer Curricula Vitae_LastNameFirst Initial (Example: 10_External Reviewer Curricula Vitae_JoelW)	
10_2	First page of each external reviewer's CV is bookmarked by "C" or "L" number.	**Example:** C1 C2 C3 L1 L2 L3	
10_3	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."		
10_4	External Reviewer Curricula Vitae document opens in bookmark panel view.		
10_5	External reviewer CVs are placed in the order the reviewers appear on the **External Reviewers Grid.**	"C" reviewers' CVs should come first ("C1", "C2", "C3"…) followed by "L" reviewers' CVs ("L1", "L2", "L3"…). Numbering should match that used in the External Reviewers Grid	
10_6	A CV is present for every reviewer who wrote a letter.		
10_7	Top right-hand corner of the first page of each external reviewer's CV includes the "C" or "L" number.	**Example:** First page of C5's CV has "C5" in the top right-hand corner.	
10_8	All pages included.	Make sure pages are in correct order and none are missing.	
10_9	No blank pages in PDF document.		
10_10	PDF document is unprotected and unlocked.		
10_11	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Promotion and/or Tenure
11_Supporting Materials

Candidate Name:

	Check That:	Examples/Notes	Initial
11_1	PDF document has the correct naming convention.	11_Supporting Materials_LastNameFirst Initial (Example: 11_Supporting Materials_JoelW)	
11_2	First page of each document in the Supporting Materials section is bookmarked.	**Example:** Supp 0 Supp 1 Supp 2 Supp 3	
11_3	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Do not include subsection numbering or descriptions.	
11_4	Supporting Materials document opens in bookmark panel view.		
11_5	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".	
11_6	**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.	
11_7	Candidate signed and dated the **Confirmation of Supporting Materials** form.	Original signatures preferred, JPG image is also acceptable.	
11_8	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**.**	
11_9	All Supporting Materials pages are accounted for.	Make sure pages are in correct order and none are missing.	
11_10	If candidate elects not to include any supporting materials, the box at the bottom of the form is checked.	**The form is always required**, even if no supporting materials are provided.

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. | |

Portfolio Checklist for Promotion and/or Tenure
11_Supporting Materials

Candidate Name:

	Check That:	Examples/Notes	Initial
11_11	No blank pages in PDF document.		
11_12	PDF document is unprotected and unlocked.		
11_13	Text recognition has been applied to the document, and scanned pages are legible.		

Portfolio Checklist for Promotion and/or Tenure
12_Addendum

Candidate Name:	

	Check That:	Examples/Notes	Initial
12_1	PDF document has the correct naming convention.	12_Addendum_LastNameFirst Initial (Example: 12_Addendum_JoelW)	
12_2	First page of each document in the Addendum section is bookmarked.	**Example:** Add 0 Add 1 Add 2 Add 3	
12_3	Bookmarks are brief, labeled correctly, and there are no "sub-bookmarks."	Do not include subsection numbering or descriptions.	
12_4	Addendum document opens in bookmark panel view.		
12_5	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 12_Addendum in the PDF portfolio. Make sure that the addendum process, as outlined in the process guide, has been followed.	
12_6	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".	
12_7	**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.	
12_8	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.)	
12_9	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.	
12_10	All Addendum pages are accounted for.	Make sure pages are in correct order and none are missing.	

Portfolio Checklist for Promotion and/or Tenure
12_Addendum

Candidate Name:

	Check That:	Examples/Notes	Initial
12_11	No blank pages in PDF document.		
12_12	PDF document is unprotected and unlocked.		
12_13	Text recognition has been applied to the document, and scanned pages are legible.		