Checklist for Fixed-term Promotion Portfolios

Fixed-term Promotion Candidate Name:

Instructions: For each case, please check off the following items in consultation with the appropriate Process Guide. In the sections below, please either initial or write "N/A" for each line. Checklists should be saved as PDFs with bookmarks (not PDF portfolios).

	Section	Check That:	Examples/Notes	Initial
1	00_File Name	File name is COLLEGE-UNIT-LastnameFirstname-Promotion-20xx-xx	The year should be the current year, the year the case is being reviewed.	
2	All sections	No cursive fonts or Adobe EchoSign or Adobe Certificate signatures were used to sign forms or documents.	Original signatures preferred; JPG image is acceptable. Cursive fonts are <u>not</u> signatures.	
3	All sections	All PDFs are unprotected and unlocked.	We need to be able to edit and make notes.	
4	All sections	Dates are supplied where requested.	Signature lines almost always request that the signer also date the document. Make sure that every letter has a date and that all forms have a date where requested.	
5	All sections	No blank pages between sections or documents.	Blank pages cause confusion. We'll wonder if a page is missing.	
6	All sections	All pages in each document are accounted for.	Make sure pages are in correct order and none are missing.	
7	All sections	All pages are readable upon initial view and when printed.	For instructions on how to rotate pages in the portfolio, see Adobe Help links page.	
8	All sections	Page numbers are added as instructed in the following sections: curriculum vitae, personal statement, teaching evidence, publications, and supporting materials.	Page numbers should be added to each individual PDF document <u>before</u> being inserted into PDF portfolio. <u>All</u> pages in these sections should have page numbers.	
9	All sections	All portfolio documents are PDFs.	Word or Excel documents must be converted to PDF before insertion into the portfolio.	

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	Section	Check That:	Examples/Notes	Initial
10	All sections	No folders in PDF portfolio; each portfolio section is a single PDF.	Ex: All internal letters are combined into one PDF (with bookmarks).	
11	All sections	Text recognition has been applied to every document in the PDF portfolio.	This is especially important for AP cases, as university committee members need to be able to cut and paste text into their reports.	
12	All sections	Documents within each section are bookmarked.	Ex: the "Internal Letters" section has bookmarks for each letter.	
13	All sections	Bookmarks are labeled correctly, and there are no "sub-bookmarks."	Bookmarks should match the order of PDF pages and the order of confirmation pages.	
14	All sections	Bookmarks are brief.	For example, you can use "Pub 1" for publications, "TE 1" for teaching evidence or "Supp 1" for optional supporting materials. Remove any subsection numbering or descriptions before sending to the provost's office.	
15	All sections	Portfolio 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.	
16	01_APA Form	The correct form is being used.	Use the newest version of the APA form for fixed-term promotions. Any other version of the APA form will not be accepted.	
17	01_APA Form	Candidate name matches name in PeopleSoft record.	If candidate uses a nickname, you may include nickname in parentheses after full name. Example: Brown, John (Jack).	

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	Section	Check That:	Examples/Notes	Initial
18	01_APA Form	Candidate ASU ID is correct.	Verify ASU ID in Peoplesoft.	
19	01_APA Form	College and unit are correct and spelled out.	No abbreviations for college or unit. Names of units change, and in years to come, no one will remember what today's acronyms stand for. Do not list sub-specialties.	
20	01_APA Form	Correct academic rank is listed.	No administrative titles--just academic ranks. No working titles. Use ACD titles and whole words.	
21	01_APA Form	The chairs/directors/committee chairs/deans have signed on the correct line.		
22	01_APA Form	Signers' names are printed or typed and recommendations are clearly marked.		
23	01_APA Form	Signature and date are included for each level of internal review.	Original signatures preferred; JPG image is also acceptable.	

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	Section	Check That:	Examples/Notes	Initial
24	01_APA Form	Track Start Date: use this field to list the mm/dd/yyyy when appointed or promoted into current rank at ASU, whichever is the most recent.	Best confirmed by appointment letters; PeopleSoft can also help. Do not get creative with start dates. A lecturer appointment is not the same as a clinical assistant professor appointment, for example. Start dates are vetted by the provost office in August upon receipt of the "Anticipated Actions" spreadsheet, so there should be no surprises when the APA form is filled out.	
25	01_APA Form	If the individual is going up for renewal as well as promotion, the "two actions" box is checked.		
26	02_Curriculum Vitae	Last name and page number are indicated on every page.		
27	02_Curriculum Vitae	All pages included.	Make sure pages are in correct order and none are missing.	
28	02_Curriculum Vitae	CV is accurate regarding ASU employment history.	If the CV and the APA form disagree, have your dean, chair, or director resolve the discrepancy with the individual; resolve any issues before the case is sent to the provost's office. If a CV does need revision, it will have to go back through all levels of review, with the revised CV placed in the addendum.	

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	Section	Check That:	Examples/Notes	Initial
29	03_Personal Statement	Statement does not exceed four pages.	A citation page *counts* toward the four page limit.	
30	03_Personal Statement	Last name and page number are indicated on every page.		
31	04_Position Description	Position description describes the position the candidate is *currently* performing	This is usually a one-page document. It must be written by the unit--not the candidate. Don't laud the candidate here; just describe the duties.	
32	05_Unit and College Criteria	Each criteria document's first page lists name of the document, the unit and college, and the approval levels of the document.	We need to be able to see the status of the document. It does not have to be approved by the provost's office, but we need to know which levels (faculty/dean/provost) have approved the document. It does have to be posted on the provost's website.	
33	05_Unit and College Criteria	Complete and posted criteria documents 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, the unit should include the complete bylaws in the portfolio.	
34	05_Unit and College Criteria	The criteria document is posted on the provost's website.	The bylaws/criteria website is located at https://provost.asu.edu/academic-personnel/personnel-processes/bylaws-criteria-documents.	

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	Section	Check That:	Examples/Notes	Initial
35	05_Unit and College Criteria	Each unit and ollege criteria document are bookmarked in two places.	Bookmark the beginning of each document (so that we can see the title and approval levels) and bookmark the <u>relevant</u> criteria section for quick reference; each document should have 2 bookmarks, no matter the size of the document.	
36	05_Unit and College Criteria	If, due to the structure of the college, there are no unit criteria, a page is included which notes that there are no unit criteria.	Bookmark this page as "No Unit Criteria."	
37	06_Internal Letters	Internal letters are on the appropriate letterhead.		
38	06_Internal Letters	Internal letters address the correct administrator.	Ex: college committee letters address the dean; dean letters address someone at the university level.	
39	06_Internal Letters	Internal letters correctly identify the candidate's rank.	For example, "Research Professor, Sr." is not an ACD title--use "Research Professor" for the full rank. Send back letters to be redone when appropriate.	
40	06_Internal Letters	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.	

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	Section	Check That:	Examples/Notes	Initial
41	06_Internal Letters	Unit and College committee letters include voting results; the decision is not phrased as a double negative.	Example: "The committee voted 17 in support of and 3 opposed to promotion and continuing status." Each letter should have either a numberical vote or state that the vote was unanimous. Subjective phrases such as " the committee feels strongly" do not count as statements of unanimity. If the vote is unanimous, the letter must use the word "unanimous" or a synonym thereof. Any letters without clear votes will be kicked back to be rewritten.	
42	06_Internal Letters	Unit and college committee letters include dissenting opinions, if any.	Example: "The minority opinion felt the candidate needed to have published in higher impact journals." Send back letters to be redone as appropriate.	
43	06_Internal Letters	Committee letters must list the names of all committee members.	Send back letters to be redone as appropriate.	
44	06_Internal Letters	Unit and college committee letters do <u>not</u> indicate how individual members voted.	How each individual committee member votes is confidential information.	

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	Section	Check That:	Examples/Notes	Initial
45	06_Internal Letters	All reviewers have signed their respective recommendation letter.	All unit and college committee members <u>who were present</u> must sign the respective committee letter. Signatures should not appear on a separate "hanging" page. If signature page is "hanging," the hanging page must include the name of candidate and a summary outcome statement. Example: "This committee recommends unanimously that Jane Smith be promoted to Clinical Associate Professor."	
46	06_Internal Letters	Recusers and those absent did not sign the letter.	Proxy voting is not allowed, as the absent committee member may have changed her mind, had she been present for the discussion.	
47	07_Teaching Evidence	Candidate signed and dated the "Confirmation of Teaching Evidence" form.	Original signatures preferred, JPG image is also acceptable.	
48	07_Teaching Evidence	Completed "Summary of Student Evaluation of Instruction" table was reviewed with candidate.		
49	07_Teaching Evidence	"Summary of Student Teaching Evaluation of Instruction" includes a scale.		
50	07_Teaching Evidence	The comparative data column is filled out.	For cases which require teaching evidence, must include data in this column.	

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	Section	Check That:	Examples/Notes	Initial
51	07_Teaching Evidence	All pages in this section have a PDF page number in the upper right-hand corner and are labeled with the corresponding document number (TE1, TE2) (as well as the PDF page number).	This makes it easier for us to make sure that there are no missing pages.	
52	07_Teaching Evidence	"Confirmation of Teaching Evidence" form lists, by title and by PDF page number, all materials included in this section.	"Confirmation of Teaching Evidence" and "Summary of Student Teaching Evaluation of Instruction" <u>do not</u> count toward 50-page "Supporting Material" limit. All other materials DO count toward 50-page limit.	
53	07_Teaching Evidence	First page of each document within this section is bookmarked.	Example: First bookmark will always be the "Confirmation of Teaching Evidence" form (bookmark labeled briefly as "TE 0" for example); second bookmark will always be the "Summary of Student Evaluation of Instruction" (bookmark labeled as "TE 1" for example); third bookmark will start with the first document submitted as "Evidence of Excellence in Teaching and Mentoring" (bookmark labeled as "TE 2" for example). See Step 2 in Process Guide. Bookmarks are labeled as TE0, TE1, TE2, TE3, etc. with no further description in the bookmark. Do not include subsection numbering or descriptions.	

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	Section	Check That:	Examples/Notes	Initial
54	07_Teaching Evidence	If there are no teaching materials, a page is added which indicates that teaching materials are not relevant for the candidate.		
55	08_Faculty Sponsored Activity Report	"Faculty Sponsored Activity Report" is included.	If there is no expectation of external funding, include a page that states "No expectation of external funding"	
56	08_Faculty Sponsored Activity Report	Candidate has reviewed the "Faculty Sponsored Activity Report."	If candidate questions the accuracy/completeness of the Faculty Sponsored Activity Report or wants to contextualize data that appear there, he/she may include a note/explanation and add it to the Addendum section or in the Supporting Materials section.	
57	09_Publications Creative Materials	Books have been scanned and scans are legible.	Be sure scanned publications open in the correct orientation upon initial view.	
58	09_Publications Creative Materials	Candidate signed and dated the "Confirmation of Publications/Creative Materials form."	Original signatures preferred, JPG image is also acceptable. Cursive fonts are not signatures.	
59	09_Publications Creative Materials	All pages in this section have a PDF page number in the upper right-hand corner.	This makes it easier for us to make sure that there are no missing pages.	

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	Section	Check That:	Examples/Notes	Initial
60	09_Publications Creative Materials	Top right-hand corner of the first page of each publication is labeled with corresponding publication number (Pub #1, Pub #2, for example.) as well as the PDF page number.	This section will always begin with the "Confirmation of Publications/Creative Materials Selections" form. Example: if the candidate submits three 10-page articles and a 250 page book, the numbering would be as follows: Confirmation page labeled as 0 = Page 1. Pub #1 = Pages 2-11 ("Pub #1, Page 2" in top right-hand corner of first page). Publ #2 = Pages 12-21 ("Pub #2, Page 12" in top right-hand corner of first page). Pub #3 = Pages 22-31 ("Pub #3, Page 22" in top right-hand corner of first page). Pub #4 = Pages 32-281 ("Pub #4, Page 32" in top right-hand corner of first page). This numbering system ignores the published page number that appeared in the journal.	
61	09_Publications Creative Materials	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 0.	
62	09_Publications Creative Materials	First page of each publication/creative material is bookmarked.	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.	

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	Section	Check That:	Examples/Notes	Initial
63	09_Publications Creative Materials	All publication pages are accounted for.	Make sure pages are in correct order and none are missing.	
64	09_Publications Creative Materials	If there are no publications, a page is added which indicates that publications are not relevant for the candidate.		
65	10_Optional Supporting Materials	Candidate signed and dated the "Confirmation of Supporting Materials" form.	Original signatures preferred; JPG image is acceptable.	
66	10_Optional Supporting Materials	Pdf page numbers are noted on "Confirmation of Supporting Materials" form.	This section will always begin with the "Confirmation of Supporting Materials" which will serve as Page 1.	
67	10_Optional Supporting Materials	First page of each unique document within this section is bookmarked and the bookmark is noted in the upper right-hand corner.	The confirmation page is the first bookmark. Subsequent documents are bookmarked in the order they appear on the Confirmation page. Bookmark names should be brief, such as "Supp 1," "Supp 2," etc. with no further description in the bookmark. Do not include subsection numbering, titles or descriptions in the bookmark naming.	
68	10_Optional Supporting Materials	All pages in this section have a PDF page number in the upper right-hand corner.	This makes it easier for us to make sure that there are no missing pages.	
69	12_(Optional) Supporting Materials	Top right-hand corner of the first page of each document in this section is labeled with the corresponding document number (as well as the PDF page number).	Suggested labels are "Supp 0 - page 1" "Supp 1 - page 2" "Supp 2 - page 5," etc.	

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	Section	Check That:	Examples/Notes	Initial
70	10_Optional Supporting Materials	All Supporting Materials pages are accounted for.	Make sure no pages are missing. If candidate elects not to include any Supporting Materials, check box at the bottom of the form.	
71	10_Optional Supporting Materials	Number of pages does not go beyond the limit for teaching materials plus optional supporting materials.	If there are pages over the limit, please mark the last legal page in the upper right-hand corner. Be sure not to count the pages used for cover pages or the summary of student evaluations.	
72	10_Optional Supporting Materials	If there are no supporting materials, a page is added which indiciates that supporting materials were not submitted by the candidate.		
73	11_Addendum	The correct form is being used.	Use the "Confirmation of Addendum Materials - Fixed-term" form.	
74	11_Addendum	First page of each unique document within this section is bookmarked.	Documents within this section should be bookmarked in the order they appear on the Confirmation page. Bookmark names should be clear and as concise as possible (e.g. "Revised CV", "Sponsored Projects Additional Information").	
75	Start-date documentation	The appropriate backup documentation of the start date at rank has been prepared in PDF format.		

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	Section	Check That:	Examples/Notes	Initial
76	Start-date documentation	If required, the *Start Date Spreadsheet* has been filled out and has been saved in PDF format.		

I have reviewed the checklist and initialed each of the items as reviewed and completed:

_____

Printed Name　　　　　　　　　　　　Signature　　　　　　　　　　　　Date