

## RESEARCH PORTFOLIO INSTRUCTIONS (Created June 2016)

The research portfolio is the body of research/creative work sent to external reviewers during the promotion and tenure process. For written work to be eligible to be included in the portfolio, it must have been published or accepted for publication in its final form 1) during the candidate's probationary period, for candidates for tenure, or 2) since the candidate's promotion to associate professor, for candidates for promotion to full professor. Work counts as having been "accepted for publication in its final form" just if no further substantive revisions are required for publication, but only such revisions as arise during the process of copy-editing and proof-correction. In the case of the arts, reviewers may be asked to consider works of art or performances, and these must have been performed or exhibited during the probationary period. Information on grant applications or patents might also be included where relevant. The candidate has discretion to decide which pieces of work that are eligible for inclusion will be sent to external reviewers, but it is strongly recommended that all work to which the candidate made more than a minor contribution be sent.

In addition, candidates may include a brief overview of their research/creative work in the portfolio, which might be used to highlight the work's significance or explain how different works fit together in a larger project. This may but need not be the same research overview that is included in the promotion or tenure file.

Usually the contents of the research portfolio will be sent to the candidate's department chair in electronic format (e.g., as PDFs). It is recommended that actual copies of work be sent as opposed to a list of web links. In some cases it may be necessary or desirable to send paper copies of materials. If it is not feasible to send either an electronic or a paper copy of the published version of some piece of work, e.g., an expensive book, then galley proofs or (as a last resort) the final typescript may be sent.

In addition to the research portfolio, candidates for promotion or tenure will submit a C.V. to be sent to external reviewers. This C.V. should cover the candidate's entire career, and there is no specific format that must be used.