

WyoFolio T&P Guidelines and Details (Check List)  
**Promotion for Tenure Track, Extended Term Track, and Non Extended Term Track**

## Candidate Requirements

- External Evaluations
  - Scholarship and/or Creative Work Documents
    - This section should provide a copied list of research and scholarship from the CV (i.e. grants, publications, presentations, patents, works in progress, student research supervision) with hyperlinks provided at the end of each reference for each relevant document
  - CV
    - Please upload an up-to-date CHS Standard CV (2019/2020 version)
  - External Letter Waiver
    - Please use the HS External Letter Waiver form. UW Regulation 2-7 states: The candidate may waive the right to see the letters, via a written statement to be included in the candidate's folder. The candidate shall, however, retain the right to see the texts of these letters that have been edited in such a way as to preclude identification of their respective authors.
  
- Candidate Documents
  - CV
    - Please upload an up-to-date CHS Standard CV (2019/2020 version)
  
  - Candidate Narrative
    - This Narrative is *not to exceed 8 double spaced pages* with 12-point font. The annual faculty Narrative should be focused on quality and significance of faculty work based on all elements of the job description, including teaching, advising, research, professional service and university service contributions as appropriate. The essay should include critical reflection and self-evaluation of the faculty's work including rationale for choices the faculty member has made concerning his/her work, the faculty member's expectations/goals and the degree to which these were realized, circumstances that supported or constrained the candidate's work, important issues around the work of the candidate from his/her perspective, the significance of the work from the candidate's perspective, and the integration of teaching, research, professional service and university-related service. The faculty member should use the faculty essay to address any concerns that had been expressed by the School/Division or the College from the previous year.  
**The clearest and most compelling essays incorporate data to show upward trajectories, support conclusions, and provide evidence that success will continue after the annual review for reappointment and/or tenure and the promotion decision is reached.**
  
- Teaching

**WyoFolio T&P Guidelines and Details (Check List)**  
**Promotion for Tenure Track, Extended Term Track, and Non Extended Term Track**

- List of all Courses taught at the university (including credits, see table below) Use same format as described in the CHS Standard CV

Semester & Year	Course Prefix & Number	Course Title (Abbreviated)	Enrollment	Credits	On-Campus/Distance	Contribution if team taught
FA 18	KIN 4012	Curric. Develop	25	3	On-Campus	n/a

- Teaching Materials (**DO NOT POST STUDENT OR PEER EVALS IN THIS SECTION**)
  - This section is designed to provide an in-depth documentation of recent teaching. This section should include the following documents.
    1. **Overall Teaching philosophy Statement** (1-2 pages) the teaching philosophy should reflect why you teach the way you do (e.g. teaching style, types of assignments, choices about assessments, etc.). The teaching philosophy is not a reflection of what went well or not; instead, it is a description of the rationale you use to make pedagogical decisions. The self-evaluation of teaching effectiveness should come in the Faculty Narrative.
    2. **Compiled document for EACH course taught** (e.g. label file KIN4012-Teaching Materials) including selected pieces of work documenting critical tasks of teaching such as: Planning and preparation for teaching (Could include any of the following) Syllabi, Examples of assignments, Descriptions of clinical experiences for students.
    3. **Actual teaching**, (Provide some evidence of what your actual teaching is like. Could include any of the following) Sample of Class notes (2-3 lectures) - Video links of clinical and/or classroom teaching - Teacher Journals - Graded student assignments - Video links of teaching - student interactions, specifically focused on providing student feedback and evaluation - Keeping up with the professional field in areas related to teaching performance - Continuing education activities.
    4. **Other teaching** can include non-credit hour student work, guest lecturer or other (optional)

- Scholarship and Creative Work

- This section should provide a copied list of research and scholarship from the CHS standard CV with hyperlinks provided at end of each reference for each relevant document (List most recent first).
  - Publications
  - Grants and presentations (Upload two separate documents one with grants and one with presentations)
  - Creative work (optional)
  - Unfunded Proposals
  - Professional Development
    - Professional Development / Continuing Education Credits earned (for those faculty who have professional development required as part of their job description and those faculty who have continuing education as a requirement to

WyoFolio T&P Guidelines and Details (Check List)  
**Promotion for Tenure Track, Extended Term Track, and Non Extended Term Track**

maintain their license)

- Service

- Professional Service

- Professional Memberships and Activities

- This includes activities related to your professional discipline. Examples include serving on editorial boards, planning committees for conferences, grant and manuscript review, and providing workshops. You could also include Community Service Activities that are connected to the UW mission.
      - University Service this can be one document listing your University Service. This could include service on a Department, College or University committee. As well as, public engagement, and activities related to statewide engagement. (Listing and dates of Committee/Administrative Responsibilities)
        - University of Wyoming
        - College of Health Sciences
        - Division/School

- Advising

- Please use the format in the table below

Year	Number of Undergraduate Advisees	Number of Graduate/Medical Resident Advisees

- Administration

- Administration – If listed in your job description, provide a list of administrative duties associated with division/college/university

- Other Information/College Specific Documents (optional)

- Bio Sketch

- Below are a couple examples (used with permission) for your reference.

*(Promotion to Associate Professor) Michelle Jarman (Ph.D., University of Illinois at Chicago) has been a member of the Wyoming Institute for Disabilities (WIND) faculty as an assistant professor since August 2007. Dr. Jarman has published her work from UW in 8 highly respected peer-reviewed journal publications and 3 refereed book chapters and she has made 11 national presentations. She is co-editor of a recent special issue of Disability Studies Quarterly, an honor reserved for those considered top scholars in the field. She teaches courses in disability studies primarily to undergraduate students.*

*(Promoted to Full Professor) Sreejayan Nair (MPharm., Ph.D., Mangalore University, India) joined the School of Pharmacy faculty in August 2002. Dr. Nair has received over \$1.2 million in grant funding as principal investigator. He has 63 peer reviewed publications in high impact journals, 26 of those papers were published since he received tenure and was promoted to Associate Professor in 2008. He has co-edited 3 books on diabetes and vascular biology. He teaches professional students in the Doctor of Pharmacy program. He serves as the director of the Biomedical Sciences Graduate Program and the Center of Cardiovascular Research and Alternative Medicine.*

- Unsolicited reviews (Optional. Limit to 5 selections)
    - Unsolicited letters of recommendation or recognition (Optional. Limit to 5 selections)

WyoFolio T&P Guidelines and Details (Check List)  
**Promotion for Tenure Track, Extended Term Track, and Non Extended Term Track**

- Solicited letters from students and/or other professionals (*Optional. Limit to 5 selections*)
- Past Review and Recommendations (Sequential order listing most recent first)
  - One document for each year of review. (e.g. Title: Year 2018-19 review) Please organize the document in the following order:
    - Academic Affairs recommendation
    - CHS Dean Evaluation
    - CHS T&P Committee Votes and Comments
    - Unit Head evaluation
    - Unit Votes and Comments
    - Candidate Vita
    - Candidate Narrative
- Documents loaded by Unit
  - Candidate information
    - History Sheet
    - Department Expectations
    - Offer Letter
    - Job Description
  - Teaching
    - Peer Evaluations
    - Summary of student evaluations by Department Head
    - Complete Student Raw Data (3 previous years)
  - Joint Appointment
    - Letter from Director/Department Head of Joint Appointment
  - Academic Unit Review
    - Letter from candidate clarifying who can vote
    - Department votes and comments
  - Department Head Evaluation
  - Department Head Comments
- Documents loaded by Dean's office
  - College R,T,P Committee Review
    - College Committee Votes
    - College Committee Comments
  - Dean/Director Evaluation and Comments
    - Dean Evaluation
    - Dean Comments

WyoFolio T&P Guidelines and Details (Check List)  
**Promotion for Tenure Track, Extended Term Track, and Non Extended Term Track**

- Documents Loaded By Academic Affairs
  - University R,T,P Committee Review
    - University Committee Votes and Comments