

Appendix E

PROPOSED OUTLINE FOR FACULTY PROMOTION/ ADVANCEMENT IN RANK PORTFOLIO*

- I. Title Page (See attached)
- II. Approval Signature Page
 - a. Necessary approvals for submission
 1. Appropriate Dean/Chair
 2. Faculty Senate Chair
- III. Rationale for Promotion/Advancement in Rank (No more than five pages)
- IV. Narrative on Standard One: Teaching and Related Activity Effectiveness (No more than three pages)
 - a. A minimum of two items of supporting documentation for Standard One
- V. Narrative on Standard Two: Advising Effectiveness (No more than three pages)
 - a. A minimum of two items of supporting documentation for Standard Two
- VI. Narrative on Standard Three: Effective Service to Bacone College and the Community (No more than three pages)
 - a. A minimum of two items of supporting documentation for Standard Three
- VII. Narrative on Standard Four: Effectiveness in Scholarly and Professional Development (No more than three pages)
 - a. A minimum of two items of supporting documentation for Standard Four
- VIII. Conclusion (No more than two pages)
- IX. Current Vitae

*Additional guidelines:

- a. 12 pt font
- b. Double-spaced
- c. Must be submitted in three-ring binder with applicant's name and descriptive title on cover

PROFESSIONAL PORTFOLIO

of

**Jane Doe, Ph.D. Assistant Professor Department of
Humanities**

Submitted to the Bacone College FACULTY SENATE

**in Partial Fulfillment of Requirements for Advancement
in Rank from**

**Assistant Professor of (current rank) to
Associate Professor of (proposed rank)**

October 31 (month), 2003 (year)