**FOLDER 1:  Candidate Information/P&T Criteria**

* Part I Form
* CV
* Department P&T Guidelines
* Unit P&T Guidelines
* Campus P&T Guidelines (Chancellor’s Memo #35)
* UM System P&T Guidelines (CRR 320.035 Policies and Procedures for Promotion and Tenure)

**FOLDER 2:  Teaching**

* Statement of Teaching Philosophy
* Evidence to support information provided in Part I Form Section C, including but not limited to:
    \_\_ Course Descriptions
    \_\_ Syllabi
    \_\_ Course Development
    \_\_ Directed Dissertations and Theses
    \_\_ Significant Graduate Student Accomplishments
* Teaching Evaluation Summaries (by semester for period identified in Part I Form Section C)
* Document pointing to hyperlinks of electronic teaching materials stored externally in MoSpace or other secure, reviewer-accessible permanent web link.

**FOLDER 3:  Scholarship *(Research & Creative Activities)***

* Statement of Research/Scholarship/Creativity Philosophy
* Evidence to support information provided in Part I Form Section D, including but not limited to:
  \_\_ Publications or Creative Works (journal articles, books, research monographs & reports)
  \_\_ Citations and Reviews of Publications or Creative Works
  \_\_ Research and Development Funding, Projects, Findings
  \_\_ Professional Membership (conference/meeting participation/presentations, lectures, papers, panels, clinics, office held)
  \_\_ Professional Activities (editorial consultancies, hospital appointments, etc)
* Document pointing to hyperlinks of electronic scholarship materials stored externally in MoSpace or other secure, reviewer-accessible permanent web link.

**FOLDER 4:  Service**

* Evidence to support information provided in Part I Form Section E, including but not limited to:
   \_\_ Extension Courses, Workshops, or Conferences planned, taught or participated in
  \_\_ Committee Service – UM System, UMKC, Unit, Department
  \_\_ Other Leadership or Service to the University
  \_\_ Student Extracurricular Activity Involvement and Accomplishments
  \_\_ Community Service (International, National, State, Local)
* Document pointing to hyperlinks of electronic service materials stored externally in MoSpace or other secure, reviewer-accessible permanent web link.

**FOLDER 5:  Additional Materials**

* Evidence to support information provided in Part I Form Section F, including bu not limited to:
   Additional Professional Experience
   Additional Honors and Special Recognitions
   Evidence reflecting professional growth and effectiveness in these areas
   Unsolicited Student or Peer Kudos or Accolades
* Document pointing to hyperlinks of electronic materials not contained within the portfolio but stored in MoSpace or other secure, reviewer-accessible external server.

\_\_ **Hard Copy Documentation Form:**

Notification of any Hard Copy Documentation *(book, video, DVD, CD, etc)* accompanying the Portfolio. [Print this completed form](http://info.umkc.edu/pt/files/2010/11/Notification-of-Hard-Copy-Documentation-Form.docx) and attach to each hard copy item.