**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.