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| **Name:** |  | | |  | **Date:** |  | |
| **Unit & Department:** | |  | |  | **Employee ID #:** | |  |
| **Present Rank:** | |  | |  | **# of Years Credited Toward Tenure in Offer Letter:** | |  |
| **Member of Graduate Faculty?** *(Circle One)* | | | **YES NO** |  | **# Years in Present Rank:** | |  |

**In the following sections, provide information since your initial hire at UMKC or since your last promotion or tenure decision, whichever occurred last. Do not delete questions; if a question does not apply to you, enter “N/A”.**

1. **Appointment history** 
   1. List academic positions held with titles and appointment periods in chronological order.
   2. Provide information on research leaves, leaves of absence, or other types of appointments and assignments.
   3. If an extension of the probationary period has been granted by the chancellor, this information should be included in the history and a letter granting the extension should be included in the portfolio.
2. **Educational Background**
   1. List all degrees held, citing institutions from which received, with dates. (Also list professional certifications, licensures, and special recognitions connected with education background.)
   2. Indicate any other pertinent educational experiences, with dates.
   3. List areas of specialization.
3. **Teaching Experience**
   1. List all courses taught at the University of Missouri-Kansas City during the past five years, indicating enrollment in each. Indicate if courses are team taught and what fraction of each course is taught by the candidate. Information about future plans may also be included.

**Semester Course Enrollment**

* 1. List representative undergraduate or graduate courses taught elsewhere. (Indicate institutions.)
  2. Summarize involvement or experience in directing graduate work over the past three years; list the dissertations and theses directed, students supervised and the degrees awarded.

1. **Research and Other Scholarly / Creative Activities**
   1. List publications or creative works in detail, including where published or exhibited. For collaborative projects, the candidate should provide information about his/her role on each project. A copy of the candidate CV may be included in the portfolio.
      1. Journal Article
      2. Books
      3. Research monographs, reports, etc.
      4. Other publication(s) accepted and publication(s) submitted.
      5. Other creative works
   2. List significant citations and reviews of publications or creative works.
   3. List the agencies from which research and development support has been sought, project titles, and the results of the applications. For collaborative projects, the candidate should provide information about his/her role on each project.

* 1. Indicate professional activities:
     1. Current Membership(s) in professional organizations
     2. Attendance at meetings of professional organizations
     3. Service to professional associations and offices held
     4. Presentations at professional meetings during the last five years. Cite format (lecture, paper, panel, clinic, etc.); give titles, associations, and dates.
     5. Other professional activities including, e.g., editorial consultancies, hospital appointments, etc.

1. **Service**
   1. Indicate extension courses, workshops, conferences, etc. planned, taught or participated in.
   2. List service on university-wide, campus-wide, school, or departmental committees, (Titles and years)
   3. List any other examples of service to the university.
   4. Indicate involvement, if any, in student extracurricular activities.
   5. List examples of community-related service (national, state, local, etc.)
2. **Other Pertinent Information**
   1. Additional professional experience.
   2. Additional honors and special recognitions.
   3. List any other evidence you wish which reflects your own professional growth and effectiveness in these areas.

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| **Signature** |
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|  |
| **Date** |