Regardless of the type of review for which you are preparing, you should remember that your portfolio directly reflects your professionalism to your colleagues. Your peers are evaluating your progress, therefore, it is advantageous to present your materials in a format that is easy to distinguish progress and is clearly presented. Make sure that you follow the Guidelines and seek answers when questions arise. The following is an ongoing list of helpful hints generated by the CHHS Promotion and Tenure Committee. In addition to these hints, please ASK YOUR SCHOOL CHAIR as well as the Chair of the School Promotion and Tenure Committee for insight, assistance, and guidance if needed.

- The portfolio must be presented in the CHHS binder furnished to each faculty by the Dean of the College of Health and Human Sciences.

- Care should be taken to present a professionally prepared portfolio. Where possible material should be typed in a readable font (e.g., Times Roman font with font size ranging from 10-12pt).

- Use well-marked tabs throughout the portfolio. While multiple tabs can be used, it is important to make sure that you distinguish the 4 sections required in the CHHS Portfolio.

- Provide an index page in the front of the portfolio that lists the items presented in each of the 4 required sections and the items presented in each section. It is also helpful to copy relevant sections of this index to insert as the first page of each section.

- Please type the Cover Page of the Portfolio. Include the year you are undergoing review in the "Total Years at GSU" and "Years in Current Rank and at GSU."

- The responsibility for preparation of clear and accurate vitae rests with the candidate. Candidates should exercise care in preparing materials, which accurately represent their accomplishments. Your vitae will be read by non-experts as well as specialists in your discipline, so please be as clear as possible - spell out all abbreviations, have clear and definable sections, etc.

- In the vitae it is helpful to present your materials in each section with the most current entries first.

- The vitae should include a complete education history, including all undergraduate and graduate degrees, complete with major/minors, dates, institutions, and any honors/citations.

- Within the vitae include a complete professional employment history, complete with dates, rank, graduate faculty status, tenure status, institutions, etc.
• The vitae should identify all referred presentations and publications. Peer-reviewed or juried work should be clearly identified as work completed since the last promotion or since appointment at Georgia Southern University.

• Clearly differentiate among accepted works, works in progress, and completed works. Works in press may be listed if accompanied by a letter from the journal or publisher: submitted works or works in progress may be listed separately.

• For clarity please include the full reference of each presentation and/or publication (use a standard referencing system such as APA, MLS, etc.).

• Separate out service to the University according to school, college and university-wide.

• Separate out service to the community from University service.

• If you are a chair/member of a thesis/dissertation committee, identify the student, title and year. A copy of the thesis abstract should also be included as evidence of involvement.

• Spend some time with the Narrative. This is an excellent opportunity to articulate your philosophy of teaching, scholarship and service as well as to demonstrate your commitment to excellence and your future focus areas as a professional. It is suggested that you utilize side headings to organize the presentation and reference evidence materials contained in sections 2-4. See examples within the School, ask colleagues to read and critique, and make sure that all spelling and grammar checks have been conducted. Stay within the limit - use it but don't exceed.

• Provide all original performance reviews, including annual reviews, pre-tenure, tenure, promotion, and post-tenure.

• In seeking external letters of support, seek to have both local (GSU) and outside letters. Send your vitae to the person and ask them to write a letter that provides a professional evaluation of your teaching, scholarship, and service activity. Have them address the letter to your School Chair.

• When listing the courses taught, indicate the number of students enrolled and the SCH generated for each class.

• For student ratings of instruction provide a copy of the instrument used, the summary printout for each course provided by the School Chair, and a summary table. On the new form include Questions 8-18. The table should be as follows:
FALL 2001/ SPRING 2002

<table>
<thead>
<tr>
<th>Question #</th>
<th>KINS 1000</th>
<th>HLTH 1000</th>
<th>REC 1000</th>
<th>NURS 1000</th>
<th>FCS 1000</th>
<th>Mean for Question Across Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>3.5</td>
<td>4</td>
<td>3.5</td>
<td>4</td>
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<td>3.7</td>
</tr>
<tr>
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<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>4.6</td>
</tr>
<tr>
<td>10...</td>
<td>3.2</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>3.2</td>
<td>3088</td>
</tr>
<tr>
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<td>4</td>
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<td>4</td>
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<td>4.6</td>
</tr>
<tr>
<td>Individual Course Means</td>
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<td>4.25</td>
<td>4.625</td>
<td>4.25</td>
<td>3.925</td>
<td></td>
</tr>
</tbody>
</table>

- A sample of student comments reflecting positive and areas for improvement are required.

- Complete course syllabi are required. Syllabi should conform to University regulations and should include learning objectives, course content, grading scales, and assignments. If you have additional materials regarding course information please provide examples.

- If you have undergone peer reviews, provide the instruments and evaluation feedback. Please specify the evaluator, date of evaluation and any other information you believe necessary.

- Evidence of scholarship should include copies of articles, published abstracts, and/or front page of book, exhibit, or creative work. Videos and computer disks are also acceptable media of presentation.

- When listing grants and contracts please indicate the amounts, funding sources, dates, and the status of the work - completed, in progress, etc.

- Don't wait until the last moment to prepare your portfolio. It is our experience that the development of a professional portfolio takes anywhere from 4 - 6 weeks.

- Have fun and enjoy creating what has been termed the "I Love Me" notebook.