

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal: *University Promotion and Tenure*

**TOPIC:** *Revisions to the section of the Faculty Policy and Procedures Manual (FPPM) related to the Professional Portfolio and Curriculum Vitae. Section III.S*

**BACKGROUND** *The University P & T Committee reviewed the current requirements for the Professional Portfolio and Curriculum Vitae during the 2019 -2020 academic year as many faculty find the form not useful in their departments and/or profession.*

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY**

*The changes are designed to provide more flexibility in the format of the Curriculum Vitae and replace the requirement of the specific outlined order with department guidelines. Item 1 is being added to the policy in place of the outlined order currently at the end of the policy. In addition a statement is being added clarifying the portfolio may be in written or electronic format.*

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES**

*The changes are recommended to provide more flexibility so faculty may develop and maintain their curriculum vitae in a form consistent with professional norms.*

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration: 8/28/2020

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

## PROFESSIONAL PORTFOLIO AND CURRICULUM VITAE

**Professional Portfolio:** Each faculty member shall establish in his or her first year of service, and shall update annually, a professional portfolio for the use of the committees and individuals involved in review. The portfolio shall contain evidence of the candidate's credentials, teaching proficiency, and professional growth, including (where applicable):

1. The candidate's curriculum vitae in a form consistent with ~~department guidelines the model found below.~~ **These guidelines must include, at a minimum, education, academic employment, scholarship (e.g., research, publications, contributions to the arts, presentations), service (e.g., professional responsibilities to the department, college, university, and profession). A statement of current rank, date of appointment, rank at appointment, date(s) of part-time employment at Longwood (if any), and date(s) of leave of absence from Longwood (if any).**
2. Up to five samples from the last five years of items listed under Scholarly Activities in the curriculum vitae.
3. The most recent syllabus for each course taught regularly.
4. All previously exchanged letters from both the Department Promotion and Tenure Committee and the Department Chair that have been forwarded to the appropriate Dean and the PVPAA (excluding those faculty applying only for promotion to Professor).
5. The computer summaries of data from student evaluation forms for the entire probationary period. For faculty applying for promotion to Professor, only the previous two years of student evaluations are included.
6. Such supplements and documentation as the written department procedures may specify.
7. No more than fifteen pages of additional material submitted by the candidate.
8. A self-evaluation of professional teaching development and a statement of teaching philosophy.

**The portfolio may be in written or electronic format (see section III.U Probationary Review of Tenure-Track Faculty). ~~Regardless of format, all policies apply.~~**

**Curriculum Vitae:** The curriculum vitae is to be maintained by the faculty member or librarian for use in promotion, probationary review, or tenure considerations. It becomes part of the candidate's professional portfolio and is to be returned to the candidate after consideration of promotion, probationary review, or tenure has been completed. ~~The following information, in the outlined order, should be included when applicable:~~

<del>Name</del>	<del>Date</del>
<del>Department</del>	<del>Date Appointed</del>
<del>Present Rank</del>	<del>Rank at Appointment</del>

Date(s) of part-time employment at Longwood (if any)

Date(s) of leave of absence from employment at Longwood (if any)

## ~~I. Educational and Employment Data~~

~~A. Academic Preparation (begin with most recent)~~

<del>Institution</del>	<del>Degree</del>	<del>Area/Specialization</del>	<del>Dates</del>
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~~B. Title Master's Thesis:~~

~~C. Title Doctoral Dissertation:~~

~~D. Academic Degree Programs or Special Courses of Study in Progress~~

<del>Institution</del>	<del>Degree Sought</del>	<del>Present Status</del>	<del>Expected Completion Date</del>
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~~E. Professional Licenses~~

<del>Granting Agency</del>	<del>Date</del>
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~~F. Academic Employment (begin with most recent)~~

<del>Institution</del>	<del>Position</del>	<del>Dates</del>
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~~G. Related Experience or Employment~~

<del>Employer</del>	<del>Position</del>	<del>Dates</del>
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~~H. Honors, Biographical Listings, Honorary Societies (give year)~~

~~I. Membership in Learned Societies or Professional Memberships (give year)~~

## ~~II. Professional Growth~~

~~A. Professional Responsibilities (give year)~~

- ~~1. Department~~
- ~~2. College~~
- ~~3. University~~
- ~~4. State~~
- ~~5. Region~~
- ~~6. National/International~~

~~B. Awards and Other Commendations (give dates)~~

~~C. Attendance at Convention, Conference, etc. (give year & type of participation)~~

~~D. Other Travel (give year & professional purpose)~~

~~III.—Scholarly Activities (give year)~~

~~A.—Research~~

~~B.—Publications~~

~~C.—Contributions to the Arts~~

~~D.—Workshop Presentations~~

~~IV.—Service to University (give year)~~

~~V.—Professional Service to Local Community (give year)~~

~~VI.—Other Information~~



