

Professional Rank & Status Review Portfolio

Name

Department/Unit

College/Area

CFS and/or Rank Advancement Review

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1. Nomination Form

Name	BYU ID
Department/Unit	College/Area
Current Rank	
CFS Review	Rank Advancement

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2. Signed Waiver Statement

3. Position Description

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4. Curriculum Vitae (CV)

Use colored text or some other method to distinguish work performed since entering the CFS track at BYU or, if applying for advancement to full professor, since the last rank advancement.

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5. Professional Assignment

Create sections for the various aspects of your professional assignment following the guidelines below for only those responsibilities that are included in your position description.

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Citizenship

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Brief Narrative (Optional)

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation unless student mentoring is specifically precluded by your job description. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If you choose to include a citizenship narrative, consider topics such as student mentoring that is an extension of your citizenship efforts; important but informal citizenship contributions that are not reflected in your lists of formal BYU and professional citizenship assignments; any citizenship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS); or any other citizenship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.

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University Citizenship Assignments

If not in your CV, include a list of all BYU citizenship assignments at the department, college, and university level since hiring (for initial and final CFS reviews) or since the last rank advancement (for advancement to full professor reviews). A table generated by Faculty Profile may be used.

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External Citizenship

If not in your CV, and if consistent with your position description, include a list of all external citizenship contributions in the profession since hiring (for initial and final CFS reviews) or since the last rank advancement (for advancement to full professor reviews). A table generated by Faculty Profile may be used.

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Citizenship Review Letters (Optional)

Department may add confidential review letters of citizenship from those who have closely observed these activities. If such letters are to be included, the signed waiver statement must be sent to letter writers and included in the portfolio.

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Teaching

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Brief Narrative (Optional)

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation unless student mentoring is specifically precluded by your job description. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If teaching is included in your position description and if you choose to include a teaching narrative, consider topics such as student mentoring through teaching that has extended beyond the confines of the traditional classroom, steps taken to evaluate and improve teaching and any evidence of the success of those efforts, any teaching-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other teaching-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise—a philosophical statement regarding your approach to teaching should not be included.

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BYU Graduate and/or Honors Students Supervised

If not in your CV, and if consistent with your position description, include a list of BYU graduate students and/or honors students supervised. Indicate whether you were the committee chair or a committee member, the years each student attended, and thesis/dissertation titles. A table generated by Faculty Profile may be used.

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[Link to the Teaching Portfolio](#)

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Peer Reviews of Teaching

Added by department.

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Student Ratings Summary Report (including student comments)

Department adds the Student Ratings Summary Report, including both table and student comments portions. For initial and final CFS reviews, include all courses taught since entering the CFS track. For advancement to full professor, include all courses taught in at least the last five years. For initial (third year) portfolios being submitted in winter semester, ensure that the report includes the previous fall semester.

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Scholarship

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Brief Narrative (Optional)

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation unless student mentoring is specifically precluded by your job description. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If scholarship is included in your position description, and if you choose to include a scholarship narrative, consider topics such as mentoring of students through their involvement in your scholarship and how students have benefited from those efforts, awards or other recognitions your work has received, any scholarship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other scholarship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.

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List of Scholarly Products

If scholarly products are not annotated as outlined below in your CV, include a list of all scholarship/creative works produced since being hired at BYU or, if applying for advancement to full professor, since the last rank advancement. With each entry, provide the following:

- *Discipline-appropriate evidence of the quality and impact of the work and the publication or performance venues*
- *An indication of coauthors who are BYU undergraduate or graduate students*
- *Electronic links to each work if available.*

Add additional notes as needed to help reviewers understand disciplinary protocols including nomenclature (e.g., whether “forthcoming” means accepted), authorship attributions (e.g., whether first or last author signifies lead authorship), and whether “accepted” for books signifies that a publication is imminent or only under contract.

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Grant Funding (Optional)

If not in your CV, and if grant funding is consistent with your position description, include a list of funded grants for research or creative works. Include project title; your role on the project (principal investigator, co-principal investigator, sub-contractor, etc.); funding source (external vs. internal, as well as sponsor name); project dates; and total dollar amounts. If unfunded grant applications are valued by your college, include a second list of unfunded grant proposals.

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Three Best Examples of Scholarship

Include your three best examples of scholarship. Introduce this section with a brief explanation of why each one was selected. Make available in the department office or (preferably) by electronic link in the CV copies of all other written scholarship and evidence of all other creative work produced since hiring or since the last rank advancement.

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External Reviews of Scholarship

Department may add if needed for CFS and rank advancement reviews (optional).

- *At least three external review letters of scholarship*
- *A statement describing how the external reviewers were selected, their standing in the field, and any relationships they may have with the faculty member*
- *A CV or biographical sketch for each external reviewer (may be abbreviated)*
- *A copy of the letter of invitation that was sent to reviewers*

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External Reviewer Letters & CVs

When adding reviewer letters and CVs, the department must add bookmarks to each item, nested under this heading.

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Reviewer Selection Process

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Reviewer Invitation Letter

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Clinical Service

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Brief Narrative (Optional)

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If you choose to include a clinical service narrative, consider topics such as student mentoring that is associated with your clinical work, any clinical service-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other clinical service-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.

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Performance Documentation

Documentation of your performance in areas specific to the position description

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Documentation of Licensure/Certification

If required by the position description, documentation of current licensure or national certification, and evidence of professional development undertaken to obtain continuing education and maintain licensure.

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Client Satisfaction Surveys

If consistent with the position description, department adds surveys for the entire review period.

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Supervisor, Peer, or Stakeholder Evaluations (Optional)

Department may add confidential evaluations by supervisors, peers, or other stakeholders. If such letters are to be included, the signed waiver statement must be sent to letter writers and included in the portfolio.

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Librarianship

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Brief Narrative (Optional)

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation unless student mentoring is specifically precluded by your job description. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If you choose to include a librarianship narrative, consider topics such as student mentoring that is associated with your librarianship, any librarianship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other librarianship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.

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Librarianship Accomplishments

A description of librarianship accomplishments within areas specified in your professional assignment.

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Steps Taken to Evaluate & Improve Librarianship

A description of steps taken to evaluate and improve librarianship

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Supervisor, Peer, and/or External Reviews

Department adds confidential review letters from supervisors, peers, and external reviewers if applicable. If such letters are to be included, the signed waiver statement must be sent to letter writers and included in the portfolio.

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Other Professional Assignments

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Brief Narrative

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation unless student mentoring is specifically precluded by your job description. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If your position description includes professional assignments that are not included above, consult with your chair and/or dean regarding what materials should be included as evidence of your contributions. If you choose to include a narrative in this section, consider topics such as student mentoring that is associated with this professional assignment, any relevant concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other information that is crucial to the review of your case and is not covered elsewhere. Please be concise.

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Activities & Accomplishments

If not in your CV, a description of activities and accomplishments in this area of responsibility

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Steps Taken to Evaluate & Improve Your Work

A description of steps taken to evaluate and improve your work

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Supervisor, Peer, and/or Other Evaluations (Optional)

Department may add confidential review letters from supervisors, peers, and/or other individuals external or internal to the university with whom you interact in your professional capacity. If such letters are requested by the department, the signed waiver statement must be sent to letter writers and included in the portfolio.

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6. Reviewer Reports

Added by the Department and College

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Reviewer Reports Summary

Department Committee Vote

	For	Against	Abstained
CFS			
Advancement			

College Committee Vote

	For	Against	Abstained
CFS			
Advancement			

Department Faculty Vote

	For	Against	Abstained
CFS			
Advancement			

Department Chair Recommendation

CFS	
Advancement	

Dean Recommendation

CFS	
Advancement	

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Associate Academic Vice President's Letter from Initial (Third-Year) Review

Final CFS review only

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Department Review Committee's Report

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Summary of Department Faculty Deliberations & Department Vote Count

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Department Chair/Unit Head's Report

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College/Area Review Committee's Report

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Dean/Area Head's Report
