

# ***Professional Rank & Status Review Portfolio***

**Name**

**Department/Unit**

**College/Area**

**CFS and/or Rank Advancement Review**

# Professional Rank & Status Review Portfolio

## 1. Nomination Form

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Name

BYU ID

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Department/Unit

College/Area

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Current Rank

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CFS Review

Rank Advancement

# *Professional Rank & Status Review Portfolio*

## **2. Signed Waiver Statement**

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## APPENDIX B: WAIVER STATEMENT

Date

To Prospective Reviewers:

As part of the review process for continuing faculty status candidacy, continuing faculty status, or rank advancement, I recognize that letters of evaluation may be requested from students, faculty, supervisors, or external peers. This signed document is a standard inclusion in all BYU candidate portfolios and provides notice regarding my choice whether to waive my right to see those letters.

I waive the right to know the identity of the evaluators/reviewers noted above and to see their letters of evaluation requested in the review process.

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Signed by Faculty Member

I do not waive the right to know the identity of the evaluators/reviewers noted above and to see their letters of evaluation requested in the review process.

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Signed by Faculty Member

**3. Position Description**

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# Professional Rank & Status Review Portfolio

## 4. Curriculum Vitae (CV)

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*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.*

# Professional Rank & Status Review Portfolio

## 5. Professional Assignment

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*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.*

# *Professional Rank & Status Review Portfolio*

*Citizenship*

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# Professional Rank & Status Review Portfolio

## Brief Narrative (Optional)

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*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

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*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.*

# Professional Rank & Status Review Portfolio

## External Citizenship

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*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.*

# Professional Rank & Status Review Portfolio

## Citizenship Review Letters (Optional)

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*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.*

# *Professional Rank & Status Review Portfolio*

*Teaching*

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# Professional Rank & Status Review Portfolio

## 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

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*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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# *Professional Rank & Status Review Portfolio*

## *Peer Reviews of Teaching*

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*Added by department.*

# Professional Rank & Status Review Portfolio

## *Student Ratings Summary Report (including student comments)*

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*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.*

# *Professional Rank & Status Review Portfolio*

*Scholarship*

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# Professional Rank & Status Review Portfolio

## Brief Narrative (Optional)

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*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

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*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)

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*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.*

# Professional Rank & Status Review Portfolio

## Three Best Examples of Scholarship

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*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

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*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*



# Professional Rank & Status Review Portfolio

## External Reviewer Letters & CVs

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

# *Professional Rank & Status Review Portfolio*

## Reviewer Selection Process

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# *Professional Rank & Status Review Portfolio*

Reviewer Invitation Letter

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# *Professional Rank & Status Review Portfolio*

*Clinical Service*

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## Brief Narrative (Optional)

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*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 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*

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*Documentation of your performance in areas specific to the position description*

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## Documentation of Licensure/Certification

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*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.*

# *Professional Rank & Status Review Portfolio*

## *Client Satisfaction Surveys*

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



# Professional Rank & Status Review Portfolio

## *Supervisor, Peer, or Stakeholder Evaluations (Optional)*

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*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.*

# *Professional Rank & Status Review Portfolio*

*Librarianship*

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# Professional Rank & Status Review Portfolio

## Brief Narrative (Optional)

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*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.*

# *Professional Rank & Status Review Portfolio*

## *Librarianship Accomplishments*

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

# *Professional Rank & Status Review Portfolio*

## *Steps Taken to Evaluate & Improve Librarianship*

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*A description of steps taken to evaluate and improve librarianship*

# Professional Rank & Status Review Portfolio

## *Supervisor, Peer, and/or External Reviews*

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*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.*

# *Professional Rank & Status Review Portfolio*

## *Other Professional Assignments*

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# Professional Rank & Status Review Portfolio

## Brief Narrative

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*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.*



# Professional Rank & Status Review Portfolio

## Activities & Accomplishments

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

# *Professional Rank & Status Review Portfolio*

## *Steps Taken to Evaluate & Improve Your Work*

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*A description of steps taken to evaluate and improve your work*

# Professional Rank & Status Review Portfolio

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

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*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.*

## **6. Reviewer Reports**

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*Added by the Department and College*

# Professional Rank & Status Review Portfolio

## 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	

# *Professional Rank & Status Review Portfolio*

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

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*Final CFS review only*

# *Professional Rank & Status Review Portfolio*

*Department Review Committee's Report*

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# *Professional Rank & Status Review Portfolio*

*Summary of Department Faculty Deliberations & Department Vote Count*

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# *Professional Rank & Status Review Portfolio*

*Department Chair/Unit Head's Report*

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# *Professional Rank & Status Review Portfolio*

*College/Area Review Committee's Report*

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# *Professional Rank & Status Review Portfolio*

*Dean/Area Head's Report*

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