Promotion Only: Documents to Upload

The listed information below is based on the WCU local tenure and promotion polies. Annotations are based on conversations with administrators and union representatives. This table is for those going up for promotion only.

Putting your portfolio together involves **two steps**.

Step 1

Upload all documents as **pdf** documents. Recommend uploading narratives and supplementals last since supplementals will be referenced in the narratives.

Document	Annotation
Department committee evaluations	Year 1 evaluation + any fifth year evaluations since your last promotion. If any are missing, please upload a placeholder document with a short note on why it is missing.
Peer observations	Two from Year 1. If any are missing, please upload a placeholder document with a short note on why it is missing.
Chair evaluations	Year 1 evaluation + any fifth year evaluations since your last promotion. If any are missing, please upload a placeholder document with a short note on why it is missing.
Chair observation	One from Year 1. If any are missing, please upload a placeholder document with a short note on why it is missing.
Dean evaluations	Year 1 evaluation + any fifth year evaluations since your last promotion. If any are missing, please upload a placeholder document with a short note on why it is missing.
SRIS	You need at least 5 SRIS, see T&P policy, Appendix 4, Q2 for more info. The side with the standard deviations is required. Do not include the goldenrod student comments.
Curriculum Vitae	May not exceed 10 pages in a 10 pt font or larger. May include activities prior to working at WCU. You should put activities completed since your last promotion in bold.
Relevant Statement(s) of Expectations	Include all dated SoEs since your last promotion in one document. If your weights have changes, those will be indicated in your SoE.
Department Teacher-Scholar Model(s) (DTSM)	If your DTSM was revised since your last promotion, you should include both versions (combine into one document). You may then address how you met both of them.
Job Description(s) for Alternative Workload (if any)	If you had an AWA, you need to include a full description of your assignment. It should be reflective of your statement of expectations; address the areas outlined for administrative duties (p. 13 T&P policy).

Document	Annotation
Narrative Summary of Accomplishments (Effectively Teaching and Fulfillment of Professional Responsibilities)	Cannot exceed 6 pages in a 10 pt font or larger.
Evidence(s) of Performance	Cannot exceed 10 pages in a 10 pt font or larger. Entirely up to you what you want to include, but must address teaching/professional responsibilities. Suggested items include; syllabi, teaching materials, evidence of advising effectiveness, annual reports or excerpts of reports generated through AWA, statement(s) from immediate supervisor(s) not involved in the evaluation or recommendation of the applicant.
Narrative Summary of Accomplishments (Continuing Scholarly Growth)	Cannot exceed 5 pages in a 10 pt font or larger.
Narrative Summary of Accomplishments (Service)	Cannot exceed 5 pages in a 10 pt font or larger.
Supplemental Referenced Materials	Be sure to use reference numbers or labels that correspond to the designated references in your narratives. It is recommended that you upload these when you upload your narratives.

Step 2

Complete your promotion application in OnBase, using the Create a new Tenure and/or Promotion Application option from the menu. Enter in names of all committee members, department chair, and Dean. You can edit these documents until due date deadlines.

The promotion application form from the Provost's website are no longer needed since the application is now online.

Once you have uploaded all materials and signed and saved your application, you are done. No further action is needed to submit your application.

Mid-Cycle Upload

In late January or early February, you will get an email asking you to upload your fall observations and SRIS. Please combine the following documents into **one** PDF and upload using the *Upload a Document – Mid Cycle TeP* option in OnBase:

- ☐ All SRIS from the fall semester. The side with the standard deviations is required. Do not include the goldenrod student comments.