



Portfolio Log Review Form* & Application Materials Checklist

☐ 2-Year Reappointment

☐ 4-Year Reappointment

☐ Tenure

☐ Promotion

Application materials received:

- ☐ Application Narrative
- ☐ Portfolio
- ☐ Log of Portfolio Contents**
- ☐ Curriculum Vitae

Faculty member name

Date

**A log of portfolio contents must accompany all applications for tenure, promotion, and reappointment. The log constitutes an official record of the portfolio and is added to the personnel file [Faculty Personnel Policy, Article 1, Section 8.].

Portfolio log reviewed:

- ☐ Portfolio log provided by faculty member accurately reflects order and content of hard copy portfolio
- ☐ Portfolio log provided by faculty member differs in order and/or content from the hard copy portfolio, as detailed below:

Faculty Files Office staff name

Signature

Date

**In cases where portfolio log differs from order and/or content of hard copy portfolio, a completed copy of this form will be included in the personnel file.*