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

Primary Teaching Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NCSU Department of English Non-Tenure-Track Faculty Teaching Portfolio Checklist & Cover Sheet**

**Required Portfolio Contents:**

* Current CV
* Syllabi for most recent versions of the courses you teach; for composition or professional writing courses, should indicate the type and sequence of writing assignments; for web-based syllabi, save an electronic copy of major course materials
* Assignment sheets describing all major assignments and grading criteria
* 5-6 graded papers from a single assignment that represent a range of student performances and teacher responses; copies of instructor responses to early and final drafts can be included here.
* Assignment sheet and grading criteria for the 5-6 graded papers above
* Student evaluation data (**ALL qualitative and quantitative**) for all courses taught since last committee review (available through MyPack Portal)

**Optional Portfolio Contents:**

* Any materials that will help you better illustrate your work in the department, e.g., documentation of innovative teaching practices or alternative forms of teaching
* Brief statement of teaching philosophy; faculty who are being evaluated for promotion are encouraged to include this statement (1-2 pages)
* Copies of relevant publications can also be included in a separate section of the portfolio
* Brief narrative(s) to contextualize specific item(s) in your portfolio if additional info is warranted
* Other (at your discretion): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of Review Period**: (must be filled in)

1. Courses taught since last committee review (name and number):
2. Professional development activities in your primary teaching area (in-house or external workshops, conferences, other activities). Include topics and workshops for this review period only.
3. If applicable, list other accomplishments in your teaching area since your last review (awards, publications, grants, presentations, extension activities).
4. If applicable, list program or departmental activities since your last review (service on committees, TA mentoring, administrative responsibilities, etc.).