

Guidelines for the Assembly of UH NTT Review Documents

Candidates Portfolio Documents must follow the UH NTT policy guidelines. They will include:

1. Appointment letter

If applicable, a copy of an approved extension letter.

Annual performance/probationary reviews for all ranks (since hire date or last promotion date)

2. Candidate's Statement (1 - 3 pages, single spaced) This should include

- Teaching philosophy
- Description of career goals
- Accomplishments in each area of the UH workload
- Course or program development
- Direction for future work

3. Curriculum Vitae - this should include all relevant material from graduate school to present

- Education
- Research and Scholarship
- Teaching and student learning
- Service (at department, college and university levels - this can be minimal for a 3rd year review but is expected to increase with time at UH. This can also include professional and community service such as committee work for a professional organization, judging or organizing science fairs and/or math competitions)
- Awards and honors
- Invited talks (if applicable)
- Association memberships and certificates

4. Teaching and Student Learning with a 1-page table of contents, including:

- Courses taught including course description and summary of enrollment statistics
- Student Evaluations of Teaching: Summary of teaching evaluation scores as well as all UH teaching evaluation scores and comments provided including all evaluations by students. Candidates may also include a contextualizing statement. This should include all regular semester and summer teaching. Some of this can be in an appendix.

5. Research, Scholarship, and other Creative Contributions with a 1-page table of contents

6. Service and Administrative Duties with a 1-page table of contents

Other relevant material that can be included in the above sections include, but is not limited to:

- List of any students mentored
- Publications and/or papers under peer review that represent a sample of scholarly work completed since being hired at UH
- Evidence of candidate's facilitation of student success
- Commitment of candidate to enhancing teaching ability such as professional development, teaching awards, guest teaching, and team teaching
- Course specific materials including sample syllabus, projects, assignments, etc.

Link to Provost page, "[Assembling the NTT Promotion Review Packet](#)"