**Promotion in Interfolio**

The names of the folders are listed below for you to see in advance.  I also encourage you to read the [CBA](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf) Article 16, the [Local Agreement Promotion Statement](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Promotion-Statement.aspx), and [the Provost’s Promotion Guidelines](https://www.millersville.edu/provost/files/provost-promotion-guidelines1.docx) that are posted on the Office of the Provost webpage to familiarize yourself with the Promotion process.  There is also a document titled [Guidelines for Submitting Materials to Interfolio](https://www.millersville.edu/provost/files/guidelines-for-submitting-materials.pdf) that gives a recommendation for a naming convention of files to make it easy for your peers on the UPTC to be able to easily recognize what is in the document (i.e. 2020 FA Chair Obs).

Candidate Documents

* Promotion Application, 1 required
* Curriculum Vitae, 1 required
* Job Description, optional
* 1.A - Course Syllabi, optional
* 1.B - Examples of Teaching Materials (Exams, Handouts, Media), optional
* 1.C - Samples of Student Work, optional
* 1.D - Other Items Agreed Upon in Departments, optional
* 1.E - Peer Observations, optional
* 1.F - Student Evaluations, 5+ required
* 1.G - Departmental Committee Evaluations, optional
* 1.H - Departmental Chairperson Evaluations, optional
* 1.I - Dean/Dean-designee Evaluations, optional
* 1.J - Other Supporting Materials for Effective Teaching/Performance of Professional Responsibilities, optional
* 2.A - Professional Organizations, optional
* 2.B - Attendance at Professional Conferences, Workshops, Institutes, et al., optional
* 2.C - Participation in Professional Conferences, optional
* 2.D - Technological Artifacts, optional
* 2.E - Peer Reviewed Research, optional
* 2.F - Grants and Contracts, optional
* 2.G - Professional Consulting, Guest Professorships, Fellowships, optional
* 2.H - Honors and Awards, optional
* 2.I - Innovations in Teaching, Advising and/or Initiatives That Enhance Student Success, optional
* 2.J - Inter-University and Intra-University Program Development, optional
* 2.K - Professional Licensure/Certification, optional
* 2.L - Participation in Teaching-Related Professional Development, optional
* 2.M - Testimony of Colleagues and Other Professionals in the Discipline, optional
* 2.N - Other Supporting Materials in Continuing Scholarly Growth and Professional Development, optional
* 3.A - Committees and/or Task Forces, optional
* 3.B - Special Individual Assignments, optional
* 3.C - University/State System Governance, including APSCUF Activity, optional
* 3.D - Student Organizations or Activities, optional
* 3.E - Proposals that Benefit the University, optional
* 3.F - Training in Distance Education Technology, optional
* 3.G - Community Service, optional
* 3. H - Contributions to Area Schools, optional
* 3.I - Public Performances and/or Exhibits, optional
* 3.J - Accreditation Activity, optional
* 3.K - Public Lectures, optional
* 3.L - Board Memberships, optional
* 3.M - Service through Professional Consulting with Area Agencies and Organizations, optional
* 3.N - Offices Held in Professional Organizations (if appropriate to this category), optional
* 3.O - Other Supporting Materials for Service: Contribution to the University and/or Community, optional