

GUIDE FOR PREPARING LECTURER RANGE ELEVATION PORTFOLIO

Unit 3 temporary employees seeking range elevation shall prepare a Range Elevation Portfolio (REP) which addresses their accomplishments in those areas that fall within their workload assignments. Employees should review [Appendix K](#) of the HSU Faculty Handbook and complete their portfolio. Use this document to help you organize your materials in an electronic portfolio via Interfolio with "sections" matching sections below.

All range elevation portfolios are submitted electronically through Interfolio. Please contact your college office if you plan to submit a portfolio for range elevation so that an Interfolio template can be set up for you. You will receive an email notification when your template is available to use.

College contacts for Interfolio are:

- 📧 Shannon Collart – College of Arts, Humanities and Social Sciences
- 📧 Julie Tucker – College of Natural Resources and Sciences
- 📧 Kevin Colando – College of Professional Studies

Please reference all activities completed **in the last five years, since initial appointment, or since last range elevation, whichever is more recent**. Cite each activity only once under the most appropriate section and cross-reference in other sections if desired. For assistance in preparation of the Range Elevation Portfolio, consult with the department chair, a mentor in the department, and/or the Center for Teaching and Learning, ~~and/or the Chair of the University Faculty Personnel Committee (x3657)~~.

Section 1: Statement of Professional Philosophy

Include a **brief (two pages) your** statement of professional philosophy that explains your orientation to teaching, librarianship, and/or counseling, as appropriate, and your professional commitment to the academic discipline for which this range elevation is being sought.

Section 2: ~~Record of Appointment, and~~ Evaluation Documentation

Include in this section ~~the record of appointment report (provided by Academic Personnel Services), as well as~~ evaluation documentation ~~(previous annual performance evaluations from your peers and/or department or unit supervisors or committees)~~ since your initial appointment or last range elevation, whichever is more recent. ~~The record of appointment report will be provided by APS to faculty upon notification of eligibility to apply for Range Elevation for inclusion in the Range Elevation Portfolio.~~

~~Performance Evaluations~~

~~Previous annual performance evaluations from your peers and/or department or unit supervisors or committees.~~

Section 3: Departmental Criteria for Periodic Evaluation of Temporary Faculty

Include in this section your department/unit written criteria for periodic evaluation of temporary faculty. If you do not have a copy, your Department Chair can supply one. If a policy is not available, an explanation by the department chair or the chair of the initiating unit personnel committee should be included.

Section 4: Curriculum Vitae and Workload Documentation

In this section, include a **current** curriculum vitae ~~and a table summarizing your workload assignments.~~

~~Curriculum Vitae~~

~~Include a current~~ The curriculum vitae **which** must include personal and professional information relevant to the purpose for which you are being reviewed. The kinds of materials that typically are considered relevant include, but are not limited to

1. your name, current address, phone number and email address
2. your current academic discipline, department or unit of employment
3. a record of employment, stating where and when you have been employed in the past, and your primary job duties
4. a record of educational background, stating where and when you were educated, and what degrees and awards have been received
5. a record of your specific workload assignment, where and when such experiences have accrued, and a list of areas where you possess special competencies (areas of specialization)
6. if applicable, a record of scholarship and creative activities, service to the university and profession, and service to the community

Note: Appendix K, III.B.5 and III.B.6 currently reads that "effectiveness" should be documented on the CV. Instead, the applicant will document effectiveness through sections 2, 6, and 7 of his or her portfolio.

Section 5: Letters from the Initiating Unit Personnel Committee and the Dean ~~Personnel Committees and Administrators~~

This section will be left blank by the candidate; it will be populated with reviewer letters throughout the review cycle by a college designee.

Section 6 ~~7~~: Student Evaluations

For candidates whose workload assignments include teaching, include all **both** qualitative and quantitative student evaluations that clearly and sufficiently represent the candidate's **present** teaching effectiveness **over the past five years**.

~~Supplemental Materials (Optional)~~

~~Candidates may submit for evaluation examples of materials which support performance areas. For example, you might include 2-3 samples of syllabi, a few selected assignments, or research in progress.~~

~~Note: See Appendix K, II.C for areas of performance that should be, and others that optionally may be, addressed in REP:
C.1. Effectiveness in performing workload assignment duties (required, Sections 2 and 6))
C.2. Activities that support performance of workload assignment (optional, Section 6 REP)
C.3. Activities in addition to performance of workload assignment (optional, Section 7 (REP))~~

~~Section 6: Support Letters from Colleagues~~

~~Letters that clearly and sufficiently address the candidate's effectiveness in one or more of the areas relevant to the review process:~~