

### **Promotion Candidate's Abbreviated Notebook**

Each promotion candidate should develop two copies of an abbreviated promotion notebook. The information included will aid the tenured faculty and others requested to comment on your candidacy for promotion. Most of the information included will be used for your official promotion notebooks.

The abbreviated notebooks should include the following:

- A. Self Evaluation
- B. Student Evaluation Summaries
- C. Activity Summaries: Teaching; Advising; Academic and Community Service (Internal and External Service), Professional Development; and Leadership Activities
- D. Performance, Planning and Evaluation Document, Section I and II
- E. Summaries of Division Chair Evaluations plus other miscellaneous information / evaluations

Your self-evaluation should be approximately two pages in length and it should reflect your philosophy and style of teaching.