

Initial Tenure and Long-term Clinical Contract

FORMAT FOR ELECTRONIC SUBMISSION

Candidates for initial tenure/long-term clinical contract **are required to use the naming convention below** for documents that are submitted for application for initial tenure/long-term clinical contract. **Documents are due on August 15, unless it falls on a weekend, in which case they are due at 9:00 a.m. the next business day.** Academic Affairs provides you with a personal Google link for you to upload your materials to. **Please submit all documents in PDF format.** These document titles match the list of required documents listed on the Initial Tenure and Long-term Clinical Contract Portfolio Requirements.

EXAMPLE: For the examples below, Brian Smith is the candidate for initial tenure/long-term clinical contract.

- A Self-Assessment (not to exceed 3,000 words)
 - LASTNAME_FIRSTINITIAL_SelfAssess_MonthYear
 - SMITH_B_SelfAssess_Aug2025
- Supporting Documents:
 - LASTNAME_FIRSTINITIAL_SuppDoc_(document identifier, see examples below)_MonthYear
 - SMITH_B_SuppDoc_Teaching_ListCourses_Aug2025
 - SMITH_B_SuppDoc_Teaching_COM110N Syllabus_Aug2025
 - SMITH_B_SuppDoc_Teaching_COM110N Finals and Tests_Aug2025
 - SMITH_B_SuppDoc_Teaching_Innov-Contrib_Aug2025
 - SMITH_B_SuppDoc_Non-Instructional Assignments_Aug2025 (If applicable.)
 - SMITH_B_SuppDoc_Scholarship_ScholarByGroup_Aug2025
 - SMITH_B_SuppDoc_Scholarship_Example1_Aug2025
 - SMITH_B_SuppDoc_Scholarship_Example2_Aug2025
 - SMITH_B_SuppDoc_Clinical Practice_Aug2025
 - SMITH_B_SuppDoc_Service_Aug2025
- A Curriculum Vitae:
 - LASTNAME_FIRSTINITIAL_CV_MonthYear
 - SMITH_B_CV_Aug2025
- A Five Year Growth Plan (not to exceed 750 words):
 - LASTNAME_FIRSTINITIAL_5yrPlan_MonthYear
 - SMITH_B_5yrPlan_Aug2025
- A Faith Integration Essay (3,000-3,500 words):
 - LASTNAME_FIRSTINITIAL_FaithInt_MonthYear
 - SMITH_B_FaithInt_Aug2025