

Academic Personnel Services

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 Faculty Handbook and complete their portfolio. Use this document to help you organize your materials in an electronic portfolio via Google Drive with "sections" matching sections below.

All range elevation portfolios are submitted electronically through Google Drive. Please contact Academic Personnel Services, aps@humboldt.edu, if you plan to submit a portfolio for range elevation so that a Google Drive template can be set up for you. You will receive an email notification when your template is available to use.

Please reference all activities completed in the last **five years**. 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.

Section 1: Statement of Professional Philosophy

Include a brief (two pages) 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: Evaluation Documentation

Include in this section periodic 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. APS can help you locate and gather these from your electronic Personnel Action File (PAF) in Google Drive.

Section 3: Departmental Criteria for Periodic Evaluation of Temporary Faculty (if it exists)

Include in this section your department/unit written criteria for periodic evaluation of temporary faculty, if it exists (many departments do not have separate temporary faculty evaluation criteria).

Section 4: Curriculum Vitae

In this section, include a current curriculum vitae. The curriculum vitae 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.

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

This section will be left blank by the candidate; it will be populated with reviewer letters throughout the review cycle by Academic Personnel Services.

Section 6: Student Evaluations

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