

SECTION 8: PORTFOLIO TO DOCUMENT LEADERSHIP IN SERVICE AND OUTREACH

Candidates can use this section to document the impact of their leadership on outreach, service, and instructional programs. While the Service and Outreach Portfolio is optional in promotion and tenure reviews, it is required in continuing status reviews if a candidate is responsible for a major outreach program, as in Cooperative Extension or the University Libraries. The Service and Outreach Portfolio provides candidates with an opportunity to describe and document a program they have developed. This documentation is for departmental reviews and should only include information for the time in rank, or if that time is limited, the last five years. Please note some items are not forwarded to college/university committees. However, if a candidate has provided significant leadership in developing outreach, curricular or other initiatives, he or she may request that the department head or committee chair send the Service and Outreach Portfolio to external reviewers.

- Service and Outreach Portfolios can be used to document collaborations with business and community partners, tech transfer and commercialization activities, and other forms of translational research highlighted in the inclusive view of scholarship included in the University's promotion criteria:
<https://facultyaffairs.arizona.edu/content/universitys-inclusive-view-scholarship>
- Candidates should consult our resource page on the scholarship of engagement:
<https://facultyaffairs.arizona.edu/content/universitys-inclusive-view-scholarship>

Program Overview (*FORWARD* with the dossier for college and university review)

Description of Program

Provide a short description of the service or other educational programming provided by the candidate, including the program goals and objectives. Describe the needs that the program is intended to serve, the ways its components were developed, and the methods used to communicate to potential audiences.

Assessment of Program

Describe the assessments that have been developed for the program, including the feedback from collaborators and clients that is included below. Characterize the program's accomplishments and provide specific measures of the program's success and the ways they were obtained.

Supplementary Documentation (*DO NOT FORWARD* with the dossier for college and university review)

Supporting Documentation

Materials from seminars or workshops

Technical reports, research studies, and presentations

Newsletters, pamphlets, and articles for popular and special interest publications

Online resources developed for community, business, agency, or disciplinary associations

Expert testimony or consultations

Documentation of Impact

Letters from community or business collaborators noting the impact of the programs or services Solicited letters from collaborators must be included in section 10.

Letters from academic collaborators noting the impact and/or methodological rigor of the contributions Solicited letters from collaborators must be included in section 10.

News reports on service contributions

Grants secured to support or build on service contributions

Contracts to support contributions

Adoptions of programs and materials by other institutions or groups

Prepared by the Candidate