

Portfolio Completion Form

Applicants should thoroughly review the [Process and Criteria for Promotion of Adjunct Faculty](#) with their academic leader. When completing this form, check all boxes that apply.

Applicants to Adjunct Associate Professor and Adjunct Professor should share the name of one individual willing to submit a letter of reference (maximum of two) with the Office of Academic and Faculty Affairs (sps.facultyaffairs@nyu.edu). The individual will be contacted to submit the letter of reference securely through Interfolio and applicants should not include this letter of reference within their portfolio materials.

Documents Required for All Cases: *

- Signed and Dated Intent to Apply for Promotion Form (Attachment A)
- Application, Profile, and Background Form (within Interfolio)
- Current CV or Resume
- Personal Statement of Teaching Philosophy
- Self-Analysis of Teaching Effectiveness
- All required materials described in Section III, A1: c-h (see policy)

Letter of Reference

Required for applicants to Adjunct Associate Professor or Adjunct Professor only (maximum of 2).

- I have sent the name and email of at least one individual (max. two) willing to submit a letter of reference to the Office of Academic and Faculty Affairs (sps.facultyaffairs@nyu.edu).

Additional Tier II Criteria (for applicants to Adjunct Associate Professor and Adjunct Professor only)

Check the additional Tier II documents below that have been provided (at least two for applicants to Adjunct Associate Professor; at least three for applicants to Adjunct Professor).

- Summary of Service to NYU, SPS, and/or the division or department.
- Summary of outside professional activities, professional standing, development, and/or recognition.
- Summary of scholarly work, creative production, knowledge synthesis with supporting documentation (if applicable)
- Summary of program, curriculum, and/or course design and development with supporting documentation.
- Summary of faculty development and referral.

Confirmation of Completeness *

- I confirm that I have thoroughly reviewed the Process and Criteria for Promotion of Adjunct Faculty with my academic leader and confirm that my portfolio is complete and accurately represents my accomplishments.