



## Adding Additional Materials to Your Portfolio: The Adjunctive File

Fall 2105 Tenure & Promotion Workshop

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During the review process, a faculty member may add additional relevant materials to their portfolio, per article 11:

11.§3 ADJUNCTIVE RECORDS. Files regarding the faculty member's Promotion File and the adjunctive Faculty Tenure File, respectively. These files shall initially consist of the application materials prepared by the bargaining unit faculty member. After the review process has begun, identified as the first meeting of the department review committee, material added by the bargaining unit faculty member shall be limited to written responses to questions, concerns, or statements made by reviewers and verification of pending accomplishments which occur during the review process, such as notification of acceptance for publication or notice of grant award. If such material is added by the bargaining unit faculty member, then the agents in charge of the prior review steps shall be copied on such material.

11.§3.1 Additional relevant material may be added to the Faculty Department Tenure Committee (DTC), the department chair, the College Promotion Committee (CPC), the dean, and the provost. These files shall copy of the material added to the file shall be before the file is forwarded to the next level.