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This compact disc contains the majority of documents available in my Tenure and Promotion Portfolio. The Portfolio is organized into Sections, and I have preserved that format on the CD for better organization. Each Section in the Portfolio is matched by a folder of the same name on the CD. Filenames within each folder begin with a number so that the list of files will appear in the same order as the hard copy documents appear in the portfolio.

Several folders also contain a file titled 000 – Readme to provide explanations if the CD differs in some respect from the Portfolio (e.g., missing documents, extra documents, etc.).

The outline below compares the Portfolio to the contents of this CD.

Portfolio Book One

Professional Assessment Statement – Provided as 001 - St John Professional Statement .pdf in the top-level directory of the CD.

Section A: Curriculum vita – Provided as 001 - St John CV.pdf in the folder labeled Section A – Curriculum vita.

Section B: Teaching portfolio – Provided as the folder labeled Section B – Teaching Portfolio.

Teaching Award – Certificate and photo provided in the Portfolio but not on the CD.

Course Descriptions and Documents – The Portfolio contains sections for each course with a Description document and various examples of exams, activities, etc. On the CD, each class is given a subfolder (e.g., PSY 101 – Introduction To Psychology), and each subfolder contains a document entitled Course Description.pdf. Where possible, electronic copies of the supporting documents are provided on the CD, but these are a subset of those available in the Portfolio.

Section C: Teaching Evaluations – In the Portfolio is a copy of every student teaching evaluation available on FoxLink. I have not provided these on the CD (though an empty folder exists) because of the difficulty of exporting these in an easily-readable format. It is my

understanding that FEC already has copies of these evaluations; if not, I am happy to provide additional paper copies of these.

Portfolio Book Two

Section D: Publications while at Rollins – provided as the folder labeled Section D – Publications While At Rollins. The folder contains a PDF of each of the 4 articles published during my time at Rollins College (2 research articles and 2 invited chapters). These documents are titled:

- 001 - Chemical Senses 2009.pdf
- 002 - Neuroscience in Medicine 2008.pdf
- 003 - The Senses - A Comprehensive Reference 2008.pdf
- 004 - Genes Brain and Behavior 2007.pdf

Section E: Publications since 2001 – provided as the folder labeled Section E – Publications Since 2001. This folder contains a PDF of every article published while at Reed College.

- 001 - Behavioral Neuroscience 2005 CTA.pdf
- 002 - Behavioral Neuroscience 2005 CPC.pdf
- 003 - Chemical Senses 2005.pdf
- 004 - Chemical Senses 2004.pdf
- 005 - Chemical Senses 2003.pdf
- 006 - Chemical Senses 2002.pdf

Section F: Research and Manuscripts in Progress – provided as the folder labeled Section F – Research And Manuscripts In Progress. To provide evidence that research is an ongoing aspect of my academic career, this folder collects: 1) manuscripts in progress, 2) student honors theses and summer projects being considered as part of future publications, and 3) active Institutional Animal Care and Use Committee and laboratory research protocols. The Portfolio, in addition, contains screenshots of an Excel dataset of behavioral data from a separate project with collaborators at the University of Tennessee Health Sciences Center and a recently-presented conference poster.

- 001 - P2Y4 Draft.pdf
- 002 - Salt Appetite Draft.pdf
- 003 - Krauskopf 08 Thesis.pdf
- 004 - Marshall 08 Thesis.pdf

- 005 - Martin 09 Thesis.pdf
- 006 - Martin 08 Summer.pdf
- 007 - IACUC Salt Behavior.pdf
- 008 - IACUC Effects Of pH.pdf
- 009 - Experiment M Protocol.pdf

Section G: Service Portfolio – provided as the folder labeled Section G –

Service Portfolio. The Portfolio contains a number of screenshots of websites and forms I have worked on; here I have included the forms themselves and a list of URL links to the websites themselves. These are collected in a text file called Websites.txt.

In addition are scanned acknowledgments of other service contributions.

- 001 - New Course Proposal Form.pdf
- 002 - Holt New Course Proposal Form.pdf
- 003 - Websites.txt
- 004 - Thank You Colloquy.pdf
- 005 - Mentoring Acknowledgement.pdf
- 006 - Careers Panel Acknowledgement.pdf
- 007 - Program Committee Recognition.pdf

Section H: Archive of Previous Evaluations – provided as the folder labeled Section H – Archive of Previous Evaluations. This folder contains files related to my first year evaluation, my mid-course review, and my third year evaluation. In addition, I have included a copy of my Tenure/Promotion timeline and the Department of Psychology Tenure Requirements.

- 001 - Tenure Timeline.pdf
- 002 - Psychology Tenure and Promotion Requirements.pdf
- 003 - First Year Letter.pdf
- 004 - Mid Course Professional Statement.pdf
- 005 - Mid Course CEC Letter.pdf
- 006 - Mid Course FEC Letter.pdf
- 007 - Mid Course Dean Letter.pdf
- 008 - Third Year Letter To Department.pdf
- 009 - Third Year Letter.pdf