**<Insert name of faculty member>** would like to attend the 2019 Academic Portfolio Retreat, sponsored by the Office of Faculty Affairs and the Reinert Center. Before the registration process can be considered complete, the department of the attendee must agree to pay the attendance fee of $100.00.

**Retreat Information**

Each year, the Office of Academic Affairs and the Reinert Center co-sponsor a two-day Academic Portfolio Retreat, designed to assist faculty in the preparation of third-year, tenure, or promotion dossiers. (For a list of Frequently Asked Questions about the Portfolio Retreat, [click here](http://www.slu.edu/cttl/programs/academic-portfolio-retreat-faq.php).) Details about the 2019 retreat are as follows.

**When:** Friday, March 1 (8:30 a.m.-5:00 p.m.), and Saturday, March 2 (8:00 a.m. – 3:00 p.m.)

*Note: All participants must commit to full participation in both days of the retreat.*

**Who:** Tenure-track/tenured and non-tenure track faculty preparing for 3rd-year, tenure, or

promotion review. *Seating is limited to 25.*

**Cost:** Departments are asked to contribute $100 per participant toward the cost of materials

and meals. All other costs are covered by the Provost.

The retreat is facilitated by Marilyn Miller, Ph.D., formerly the director of the University of Missouri Program for Excellence in Teaching and currently, an educational consultant at the U.S. Department of Agriculture. Dr. Miller is co-author of *Building an Academic Portfolio: A Guided Workbook*, a practical, hands-on guide for developing a dossier, which participants receive at the retreat.

**Statement of Department Support**

I support this faculty member’s participation in the Academic Portfolio Retreat. My department / program will pay the $100 registration fee for their attendance.

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A signed Statement of Support form must be submitted to Mary Cook in the Reinert Center, **no later than 5:00 p.m. on Friday, January 18, 2019**. Completed forms may be emailed to mary.cook@slu.edu or submitted in person in Pius Library, Ste 221.