

## Faculty Portfolio FAQs

Q1: Where are the links you demonstrated?

A: [http://blogs.jccc.edu/faculty\\_portfolio/](http://blogs.jccc.edu/faculty_portfolio/)

Q2: Is there a digital template we can use?

A: Yes: <https://sites.google.com/site/facultyportfoliosample/>, and here are other examples: <http://blogs.jccc.edu/facultyportfolio/digital-portfolio-options/>

Q3: Can I get a notebook and dividers for my portfolio?

A: Yes; contact staff development: <http://www.jccc.edu/administration/staff-development/>

Q4: When do you start the five-year portfolio process?

A: The academic year after you have completed peer review is the first year of the portfolio process, F1.

Q5: Is there an alternative path that faculty may choose?

A: No; all fulltime faculty will be required to develop a portfolio.

Q6: If you are in year 1, does that mean you need to have something by April 15<sup>th</sup> of this year?

A: Yes; you need to have a meeting scheduled with your dean by April 15<sup>th</sup>.

Q7: Do you meet with the dean, assistant dean, or chair?

A: You need to meet with your dean or his or her designee yearly by April 15<sup>th</sup>. Your chair and/or assistant dean can also be in the meeting. For counseling faculty, the meeting will take place with the division dean and chair/director.

Q8: What if you are an F3 but have not really done anything? Can you go back?

A: If you are technically in year 3 but have not really done the work, then you can go back and be an F2 or F1. You should discuss this with your dean.

Q9: Do we have JCCC Faculty Portfolio examples?

A: Yes; they are available for viewing on the Faculty Portfolio website mentioned above, under Digital Portfolio Options and Examples: <http://blogs.jccc.edu/facultyportfolio/digital-portfolio-options/>

Q10: Can we use our IDP to get started?

A: The IDP can be a starting place, but it will be phased out and replaced with the faculty portfolio.

Q11: Can you use work from previous years in F1?

A: The continued notation of prior work that constitutes an expansion, change or continuation of a current goal is acceptable; however, listings of awards, citations, or recognitions may not be carried over. What's important is whether the prior work meaningfully relates to current goals/objectives.

Q12: What are the categories of engagement?

A: These are listed on the Faculty Portfolio website:

<http://blogs.jccc.edu/facultyportfolio/files/2014/01/categories-faculty-engagement.pdf>

Q13: Does every item in the portfolio have to be assessed for effectiveness, or can it just be included in the portfolio?

A: Every item does not need to be assessed.

Q14: What happens if you go on sabbatical?

A: A sabbatical is a part of professional development and can be included in the portfolio; for that reason, it would probably not necessitate a change in the year (F2, F3, etc.). If the faculty member would want to change the formative year, he or she would need to discuss this with their dean.

Q15: Who will see the portfolio?

A: It must go to the dean, but otherwise it is up to you. It won't go anywhere else unless you want it to. If you choose to put it online, you have some options about restricting what parts will be available for general viewing.

Q16: How are the portfolios being hosted?

A: The portfolios can be kept in hardcopy notebooks as well as digital portfolio options such as blogs and websites. Examples can be found at <http://blogs.jccc.edu/facultyportfolio/digital-portfolio-options/> .

Q17: If I have a concern about the portfolio process, who do I talk to?

A: Talk with your division representative. You can find your division representative on the Faculty Portfolio website at <http://blogs.jccc.edu/facultyportfolio/> .