

Faculty Portfolio Process Checklist

Year 1: Self-assessment: Reflection and Setting Goals

The goal of the portfolio process is to identify areas of engagement in which you wish to improve and to develop a plan that supports your goals over the five-year portfolio process. The portfolio process also requires you to gather evidence that demonstrates your efforts and to reflect on the effectiveness of your work. The list below represents a list of questions to help you begin the process.

1. What have been the most significant things affecting you during the past few years? (projects, activities, issues)
2. What are your most important accomplishments during the past few years?
3. What impact have these had on your professional career or job performance
4. Are you involved with professional activities you wish you weren't? Are there professional activities you are not involved with that you wish you were?
5. In general terms, what activities do you want to engage in over the next few years? What activities do you want to do less of in the next few years?
6. How will each activity you wish to do more of contribute to your profession, to the college, or to your job?
7. If appropriate, have you included recommendations supporting your goals from students, colleagues, administrators, community, or students?

Checklist Year One

- Write a teaching philosophy. This is a reflective statement describing your personal philosophy, strategies, and objectives.
- Write a personal statement describing your professional goals for the next few years and how those goals will be achieved (measurable outcomes).
- Schedule meeting with your Division Dean* or his or her designee by April 15 to discuss your progress.

Year 2-4: Gathering Your Documentation

There are several components of your teaching that can be collected for the purposes of your portfolio. Your documentation should include components of teaching, activities and contributions. The list below represents a list of questions to help you begin thinking about your documentation.

1. How might you document the pursuit of your teaching, activities and contributions?
2. How will you use the evidence you gather to make changes in your work and/or teaching at the college?
3. What assistance will you need from support areas? (e.g. Educational Technology Center, Center for Teaching and Learning, etc.)
4. What can your Division Dean* or his or her designee do to help you achieve these goals?

Teaching

Gather materials that reflect your teaching techniques. These should include qualitative and quantitative evidence of effective teaching. Examples would include some of the following:

Listing of Courses

- Include Course descriptions
- Select Syllabi that reflect the breadth of teaching activities

Reflection on Student Evaluations

- Written comments from students on class evaluations and any changes you have made based on the comments
- Peer Observations, Letters from colleagues, students, dean, chairperson

Developing new courses or revamping old ones

- Writing new curriculum, textbook, lab manuals, websites
- Course development/design
- Description of innovative approaches

Assessment Activities

- Changes to program curriculum or general education curriculum
- Department wide assessment committee work or data collection
- Reports on file with Office of Outcomes Assessment

Activities

Provide materials that reflect your development as a faculty member, through participation in the following types of activities:

Professional Development

- Conferences, workshops, community/, campus events, presentations, sabbaticals
- Writing grants, books, articles
- Mentoring Faculty

Innovation such as:

- Interdisciplinary or Collaborative Projects
- Innovative methods of delivery

Contributions

Contributions to the profession at large and/or the institution should be included in your portfolio. These include, but are not limited to the following examples:

- Service or leadership on college/departmental committees
- Service or leadership on local, regional, or national organizations/associations
- Reviews/Articles/Monographs/Publications in journals, Books published
- Presentations at professional conferences, on campus or in the community
- Awards and honors
- Peer Review
- Fellowships or Grants Received
- Art show/performances
- Consulting
- Additional evidence of service

Checklist Years 2-4

- Documentation of Evidence of Teaching Effectiveness.
- Activities to Improve Effectiveness.
- Contributions to the Profession at Large and/or the Institution.
- Schedule meeting with your Division Dean* or his or her designee by April 15 each year to discuss the progress of your portfolio.

Checklist for Year 5

- Finalize portfolio (paper or electronic format) for submission by April 15.
- Schedule meeting to present your final portfolio with the Division Dean* or his or her designee by April 15.

*For counseling faculty, the Division Dean and Chair/Director will attend the meeting.