

Appendix 4.5.4.3: Faculty Portfolio

Suggested Material for the Faculty Portfolio

(Developed by the Promotion and Tenure Committee from the Guidelines in *The Faculty Handbook/Volume IV*, Subsection 4.5.4.3)

Faculty Portfolios may include, but are not limited to the following:

1. Brief table of contents
2. Current curriculum vitae
3. A personal statement, which may include:
 - a. Reflective overview of philosophy, strategies, and objectives;
 - b. Summary of past and present professional experiences;
 - c. Description of steps taken to evaluate and improve the faculty member's performance in relation to his or her duties and responsibilities;
 - d. Brief outline of the appended supporting materials;
4. Evidence of effective teaching. This may include supervising courses and labs effectively (as evidenced by student opinion surveys and supporting documents); utilizing technology in the classroom; conducting student help sessions; incorporating out of class activities (e.g., field trips or seminars), demonstration of knowledge of subject matter and ability to communicate information effectively; evidence of self-reflection and improvement of courses (e.g., experimenting with new materials and methods of delivery in the classroom); keeping current in one's field of expertise; teaching awards or other recognitions of excellence in the classroom.
5. Evidence of effective mentoring/advising students. This may include advising student organizations; participation in student programs outside of the faculty member's department (e.g., participating in student performances honor ceremonies, cultural programs); providing guidance with career, professional and graduate opportunities.
6. Evidence of scholarship and professional development. This may include publications of books/compositions of literary work or theatrical work by scholarly, secondary or popular press; articles in peer-reviewed journals; publication of teaching materials; reviews of materials in area of expertise; presentation of papers at juried conferences; invited lectures or addresses; performance of literary work, musical work, visual arts exhibition, or theatrical production; funded grant proposals; submitted and pending grant proposals.
7. Evidence of service
 - a. Service to the College as outlined in Section 4.5.3, General Evaluation Criteria. This may include mentoring junior faculty; contributions to faculty governance; membership on committees; recruitment of faculty or staff; recruitment of students; teaching/guest lecturing to classes of other faculty; preparing/running workshops for faculty; course development and design; serving in an administrative capacity for a Department or Program; participating in college functions such as alumni events, honors ceremonies, library programs, and special seminars.

Faculty Handbook/Volume IV of the Medaille College Policy Manual
Appendix 4.5.4.3

- b. Other Professional Service. This may include consultation projects; service on a study section; service on a review or site visit committee; service on an advisory/policy-making board; membership as an officer; committee member or member in a professional organization; membership on a national/international board; regular peer review of manuscripts or grants.
- c. Broader Community Service. This may include lectures/presentations to community organizations; consultation with community groups; responding to community or media inquiries in your area of expertise; serving on boards for community organizations; consulting with community organizations.
- 8. Letters of Professional Support. This may include letters from the faculty member's Chair, colleagues, or collaborators.
- 9. Additional supporting documents. This may include any material that would support a faculty member's professional development and evaluation but might not fit elsewhere in the portfolio.

Available: <http://www.medaille.edu/files/pdf/academics/faculty-portfolio.pdf>

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