

Suggested Material for the Faculty Portfolio

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, (Section 3.3.6 General Evaluation Criteria in Faculty Evaluation – Process and Procedures). 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.
 - 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.