FACULTY PORTFOLIO DEVELOPMENT GUIDE

The faculty portfolio should reflect professional development. It is used in the faculty evaluation process for contract renewal and promotion.

Instructions:

1. Compile a loose-leaf notebook with sections for each of the areas listed below. Nothing larger than a 2-INCH BINDER will be accepted.
2. Use dividers/tabs to separate and label each section. Labels should correspond to areas listed below.
3. The bold headings are followed by a list of possible activities or accomplishments you may wish to include. They are suggestions and you should not feel compelled to either address every suggestion or be confined to this list only.
4. Remember each peer review (or promotion) committee member will likely spend about 20 minutes reviewing the portfolio, so confine your portfolio to a length that can be read in that period of time.
5. You are to include a one page (no longer) summary as the first page of each section.
6. For lengthy materials, include summaries with notations as to where complete materials can be obtained. For articles include ONLY a copy of the table of contents page and the first page of the article. For books, include ONLY a copy of the title page and the copyright page.
7. For faculty's first peer review the portfolio should reflect the faculty's professional career. For subsequent reviews the portfolio should include ONLY activities, achievements, etc. since the LAST review. Faculty applying for promotion should include relevant information since their last PROMOTION. The only exception is the VITA which should be complete and comprehensive.
8. Evaluations will focus on the faculty member rather than the portfolio; however, the committee may offer suggestions for improving the preparation of the portfolio.

1) **Vita**

2) **Annual Faculty Report (for each year since last review or promotion)**

3) **Teaching and Student Development**
   - Course assignments and syllabi
   - Efforts in integrating faith and learning
   - Course evaluations
   - Curriculum and course development
   - Instructional innovations
   - Accessibility to students
   - Advising and counseling
   - Copies of committee members', Dean and Department chair class visit reports

4) **Professional Development and Scholarship**
   - Attending professional meetings
   - Artistic and/or academic contributions
     - Presentations at professional meetings
     - Guest artist, master class presentations, and recitals
     - Publications
   - Research
   - Membership in and/or offices held in professional organizations
   - Self study including journals, monographs, and other publications in the faculty member's discipline
   - Enrollment in appropriate graduate-level courses or other educational experiences offered in a continuing education format

5) **University Participation and Service**
   - Attendance at and/or participation in university events
   - Sponsor of a student organization
   - Chapel attendance
   - Committee service
   - Faculty meeting attendance
   - Participation in recruiting activities
   - Representing the university

6) **Christian Commitment and Community Service**
   - Active participation in local church
   - Active participation in Christian community
   - Membership in community and/or service organizations/clubs
   - Participation in community activities