

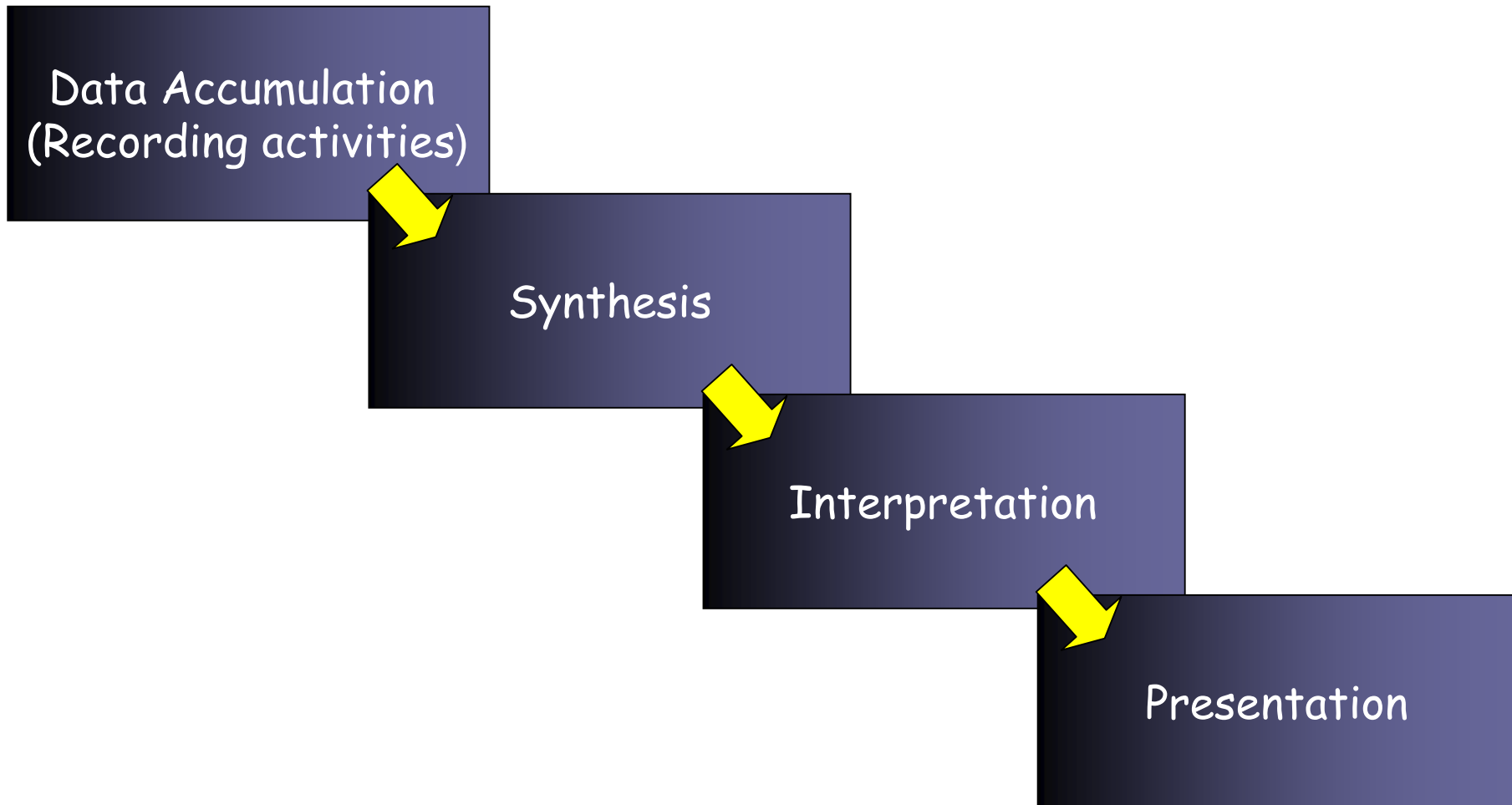


Preparation of Portfolio: The Process

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Steps of Portfolio Development





Data Accumulation (Recording activities)

- Be **thorough** in your Annual Review of Faculty Activities

TEACHING ACTIVITIES

- COURSES TAUGHT AND EVALUATION

*Course numbers, co-instructors, % instruction, enrollment
Your evaluation scores AND your departmental averages
Mentoring experiences (e.g., independent research)*

- STUDENT ADVISING

Number of advisees each semester, average time per advisee

- GUEST LECTURES

Course, number of lectures, topic

- OTHER TEACHING ACCOMPLISHMENTS

Course materials you developed ("teaching products"), new teaching strategies or methods to evaluate student learning that you tried

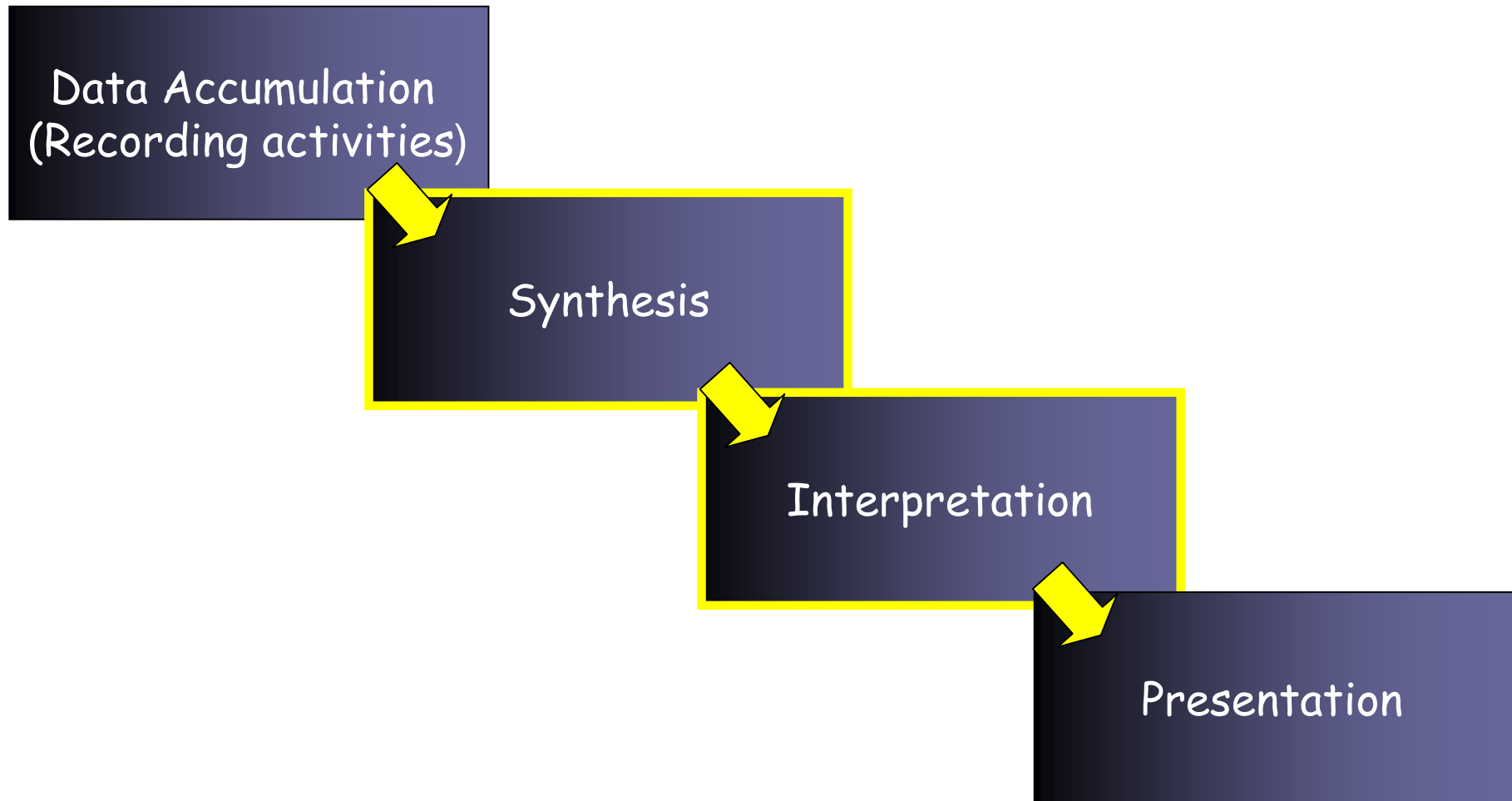


Data Accumulation (Recording activities)

- PUBLICATIONS AND GRANTS AND CONTRACTS
For collaborative efforts, describe your role or your contribution (e.g., Concept development and design 15%; data acquisition 50%; analysis 20%; writing 20%)
- INVITED TALKS AND PRESENTATIONS
Distinguish between regional, national and international, describe audience (e.g., size, scientific or nonscientific)
- INSTITUTIONAL AND PROFESSIONAL SERVICE
Describe your participation in committee activities, keep track of ad hoc reviews performed (journal names, funding organizations)



Steps of Portfolio Development





Synthesis & Interpretation

- Merge all of the data across the years of review into tables and lists that allow you to look at your collective activities



Synthesis & Interpretation

- Play with the data - which best show your strengths?

- Teaching activities and evaluations

Are there trends in your evaluations that provide evidence of increasing quality? particular strengths?

What evidence illustrates your teaching effectiveness?
(increasing enrollment, student activities after your class,
increasing diversity of student majors in courses,
increasing requests independent research, . . .)

What are the most significant accomplishments or
important teaching products that you have developed?



Synthesis & Interpretation

- Grantsmanship activities, collaborations, publications, presentations, reviews you have performed

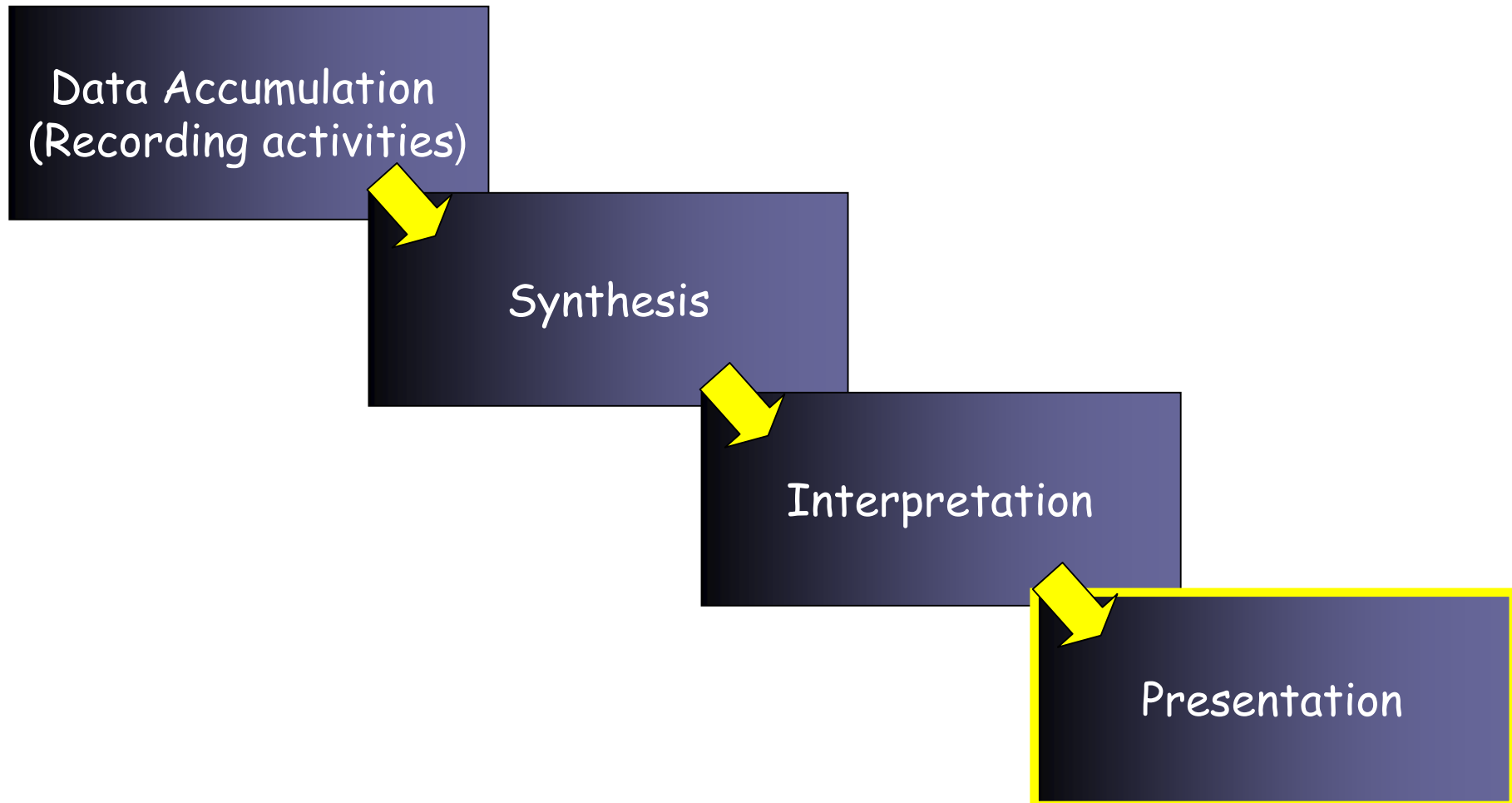
Collectively, what is the specific expertise that is reflected in these activities? What are you recognized for within your research community?

What are your accomplishments? Think broadly - these could include discoveries, new or refined methods, conceptual advancements, . . .

How do these accomplishments fit into your long-term goals?



Steps of Portfolio Development





Presentation

- Remember the goal:

To “provide a clear understanding of the candidate’s accomplishments within scholarship and his or her areas of faculty activities” *

- Remember the context:

You will submit a document that includes

- Position Responsibility Statements (current and past)
- Vita - a listing of activities and accomplishments
- Faculty Portfolio** - actually a summary (up to 25 pages) representing a complete portfolio (primary materials)

*(Guidelines and Best Practices for P&T, Provost’s Office, ISU)



Presentation

- Remember the audience:
 - Departmental faculty and administration
 - College faculty and administration
 - Provost
 - President

- Remember the goal again:

To “provide a clear understanding of the candidate’s accomplishments . . .”

The accomplishments and their significance must be clear and readily accessible to people outside your field



Presentation

How do you make your accomplishments and their significance clear?

- Be explicit

The discovery that . . . is important because . . .

- Use formatting that makes this information easy to find, such as numbered or bulleted lists, bold or italics font, or spacing that makes it stand out.
- When possible (within a section and in the overall statement), prioritize your accomplishments and use language to let your reviewers know what you feel was most important



Presentation

Repeat this process for each section on scholarly activities, and again for the overall statement of accomplishments

Structure of the Faculty Portfolio

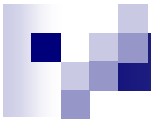
- Overall statement of accomplishments in scholarship as they relate to teaching, research/creative activities, and extension
- Teaching Activities
 - Statement of Teaching Philosophy
- Research/Creative activities
 - Accomplishments within the context of future directions
- Extension Activities
- Institutional/Professional Service



Presentation

- Final notes

- Write in clear prose and in a style of evidence-based persuasion
- Be concise
- Start early
- Solicit comments from people that you trust on part or all of the document



Data Accumulation
(Recording activities)



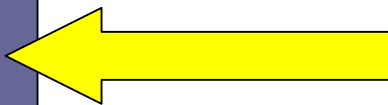
Synthesis



Interpretation



Presentation



Complete
Faculty Portfolio