SLCC Faculty Professional Portfolio Recommendations

The professional portfolio is the primary repository for all documents and artifacts relevant to the faculty evaluation process. Be sure to check with your Associate Dean if you have any questions about the content of your professional portfolio.

What is a Professional Portfolio?

A Professional Portfolio is:
• A record and critical reflection of accomplishments and experiences in teaching, professional activity & development, and service, supported by documentation and artifacts.
• A persuasive document that presents your best work.
• A long-term project which is revisited throughout your SLCC academic career.

A Professional Portfolio is NOT:
• A chronological list of teaching, professional activity, and service work.
• A categorized collection of documents, artifacts, and objects.
• A neutral accounting of your work achievements and accomplishments.

Parts of a Professional Portfolio

• Welcome Page that introduces yourself and states the purpose of your portfolio.
• Professional Statement that outlines your teaching responsibilities, philosophy, objectives and methods.
• Institutional Documents that include Evaluation Forms, Letters of Progress, Concern, Tenure, and/or Rank Advancement
• Self-Assessments and Supporting Documentation in which you critically reflect on your work.
• Application Statements for tenure and full professor rank advancement.

Professional Statement

Teaching Responsibilities: What do you teach?

Teaching Philosophy: What informs or guides your teaching?

Teaching Objectives: What do you want to accomplish with your teaching?

Teaching Methodologies: What do you do to accomplish your objectives?

Self-Assessments

Teaching, Professional Activity & Development, and Service

Narrative

“I did this. Here’s why I did this. Here’s how it went. Then, I did this. Here’s why I did this. Here’s how it went. And, so on…”

Evidence

“Here’s some documentation of what, why, and how I did these things.

More details can be found in the “Creating Your Professional Portfolio” series of webcasts at i.slcc.edu/wac.

Use the “Faculty Template” on Digication.

Application Statements

Application for Tenure:
Separate from annual review portfolio
Covers the entire pre-tenure probationary period.

Application for Full Professor:
Separate from post-tenure review portfolio
Covers the entire post-tenure period.

Both:
Written persuasively
Addresses teaching, professional activity & development, and service
References previous portfolio content

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• Use the Faculty Template in Digication unless otherwise directed or approved.

• Be aware of your multiple audiences: faculty peers, associate dean, dean, provost, & president.

• Connect to the SLCC Vision, Mission, Values, & Strategic Plan.

• Critically reflect:
  • Examine your teaching, professional activity & development, and service.
  • Explain your reasons for choices and decisions you made.
  • Ask yourself what assumptions you are making.
  • Challenge your assumptions.
  • Problem-solve for recurring challenges or issues.
  • Identify new goals or areas for improvement.

• Directly address your Form I goals.

• Include other accomplishments.

• “Control the story” if you didn’t achieve your goals.

• Be selective and specific

• Insert hyperlinks to your documentation, artifacts (i.e. “evidence”).

• Use screenshots (aka “screengrabs” or “screensnips”)

• Organize and design for digital reading
  • Use headings and subheadings
  • Break long paragraphs into short ones
  • Edit long sentences into short ones—use dashes, not semi-colons
  • Use lists when appropriate
  • Emphasize with bold text
  • Pay attention to color and font
  • Make sure all links work
  • Ask a reader to review it all (and check all links) before submitting

Notes