

Reflection not Collection: Creating a Portfolio for Promotion/Tenure

Ann Singleton, Ed.D.
Associate Dean of Education



To comprehend is to know. By reflection we
discover the significance of what we know.

author unknown



Important Terms

- ❑ Artifact – a product that demonstrates your significance
- ❑ Folio - a collection of artifacts
- ❑ Portfolio – an focused presentation of artifacts from the folio for a given purpose.



Why use a portfolio?

- ❑ Documents a faculty member's achievements.
- ❑ Allows for a narrated presentation.
- ❑ Contained in a notebook or an electronic platform (CD, USB, etc.)
- ❑ Allows for individuality.
- ❑ Can be used for a variety of purposes.



Why use a portfolio?

Documents Achievements

Faculty Development Goals/Action Plans

- Format for FDP - F-15 in Faculty Handbook
- Includes these categories
 - Teaching
 - Professional Development Goals/Scholarship
 - Service
 - Leadership



Why use a portfolio?

Documents Achievements (cont.)

- Examples of Achievements in Teaching
 - Course evaluations
 - Syllabi
 - Reading lists
 - Learning objectives
 - Course projects
 - Assignments
 - Innovative projects
 - Co-curricular activities
 - Drafts of papers with edits and suggestions



Why use a portfolio?

Documents Achievements (cont.)

- Examples of Achievements in Professional Development/Scholarship
 - Publications
 - Book forward
 - Photo of book cover
 - Abstract
 - Presentations
 - Proposal
 - Conference attendance
 - Highlighted sessions



Why use a portfolio?

Documents Achievements (cont.)

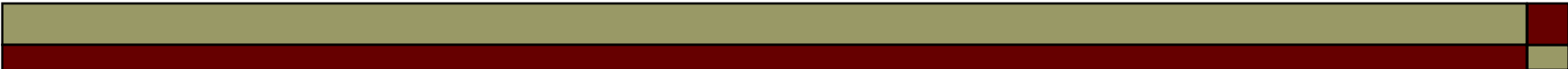
- Examples of Achievements in Service
 - Committee assignments
 - Task force work
 - Advisory roles
 - Board membership/leadership
 - Youth organizations
 - Local government
 - Civic organizations
 - Community arts organizations
 - Professional societies
 - Teaching roles



Why use a portfolio?

Documents Achievements (cont.)

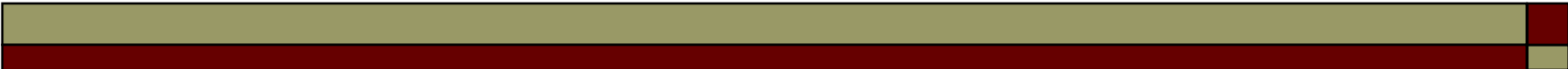
- Examples of Achievements in Leadership
 - Department chairs
 - Program directors
 - Department activities



Why use a portfolio?

Allows for a Narrated Presentation

- Each artifact that is included has a rationale statement that explains the significance of the artifact.
 - Succinct
 - Significance stressed
 - Written in terms that people outside your discipline can understand



Why use a portfolio?

Notebook vs. Electronic Platform

- Contents – p.F-20 in Faculty Handbook
 - 25 – 30 pages
 - Title Page
 - Table of Contents
 - Summary Statement
 - Personal mission statement
 - Teaching philosophy, including faith integration
 - Long-range plan for continued development
 - FDP goals/objectives
 - Evidence File



Why use a portfolio?

Allows for Individuality

- ❑ You decide your FDP goals/action plans.
- ❑ You decide what artifacts best demonstrate your goals/action plans.
- ❑ You explain the significance of your artifacts.
- ❑ You decide the format.



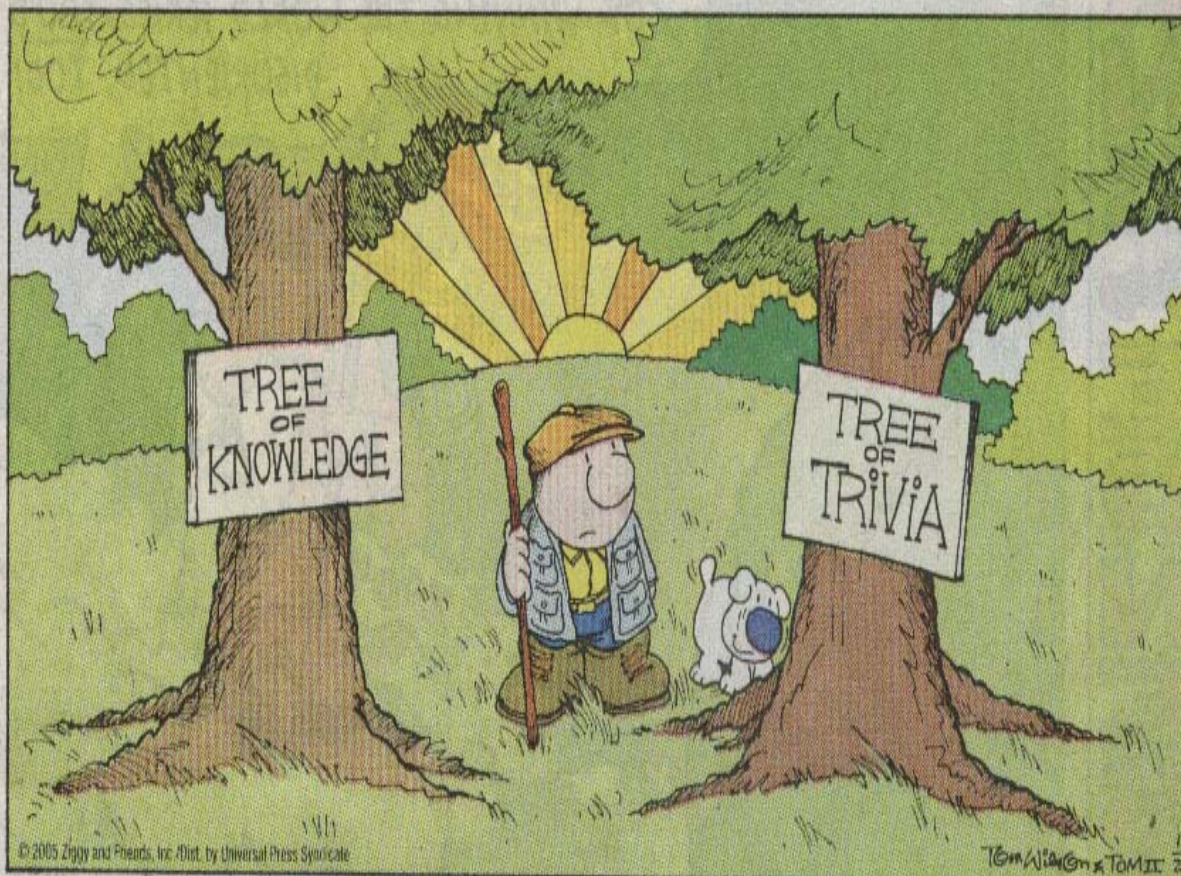
Why use a portfolio?

Can be used for a variety of purposes

- Promotion purposes
 - B-13 in Faculty Handbook
- Tenure purposes
 - B-10 in Faculty Handbook
- Anytime you want to demonstrate the significance of your academic life.

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by Tom Wilson



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