**Southern Adventist University**

**Professional Portfolio Evaluation System**

**Faculty Member Being Evaluated:**

**Faculty Promotions Committee Member:**

**Portfolio Year:**

|  |  |  |
| --- | --- | --- |
| **1. Curriculum Vitae** |  |  |
|  | **Comments** | **Evaluation** |
| Directory Information |  | Present □ Absent □ |
| Degrees Earned Listed |  | Present □ Absent □ |
| Awards and Recognitions |  | Present □ Absent □ |
| Teaching and/or  Administrative Experience | Calendar years for each listed from most to least recent | Present □ Absent □ |
| Campus Committee  Memberships | Current year and prior years listed? | Present □ Absent □ |
| Research, Scholarly activities,  performances, publications,  and professional activities | Identify the quality of such activities in terms of | 1 2 3 4 5 NA ND |
| Service Activities   * Memberships on community boards and committees * Church boards, committees, and offices * Other service related to discipline |  | 1 2 3 4 5 NA ND  1 2 3 4 5 NA ND  1 2 3 4 5 NA ND |
| **Overall Vitae Evaluation** |  | **1 2 3 4 5 NA ND** |
|  |  |  |
| **2. Teaching Philosophy** |  |  |
| Teaching Philosophy Essay | Why you do what you do. | Present □ Absent □ |
| * Purpose of Teaching in Christian IHE | Beliefs and assumptions about the purpose of teaching and learning in Christian IHE | 1 2 3 4 5 NA ND |
| * Students and Student Needs | Beliefs and assumptions about students and students’ needs | 1 2 3 4 5 NA ND |
| * Student Learning | Beliefs and assumptions about how member facilitates student learning | 1 2 3 4 5 NA ND |
| **Overall Philosophy Evaluation** |  | **1 2 3 4 5 NA ND** |

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| **3. Self Assessment** |  |  |
| 1. Teaching Effectiveness | See *Southern Adventist University Professional Portfolios* updated 10 February 2014 for recommended approach. | 1 2 3 4 5 NA ND |
| * Student Performance | Standardized exams, projects, internships, accomplishments | Present □ Absent □ |
| * Student Perceptions | Comments on course evals. | Present □ Absent □ |
| * Peer Evaluations | Trends in scores. Specific comments and observations | Present □ Absent □ |
| * Dean’s or Chair’s Evaluations/Com-ments | Provide your synopsis of the evaluation provided by the dean/chair | Present □ Absent □ |
| * Application of philosophy of ed. | How you do what you do | Present □ Absent □ |
| * Optional teaching video |  | Present □ Absent □ |
| 1. Contributions to students, department/school, university, and community |  | 1 2 3 4 5 NA ND |
| 1. Scholarship and professional contributions |  | 1 2 3 4 5 NA ND |
| 1. Response to recommendations in most recent Promotions Committee letter |  | 1 2 3 4 5 NA ND |
| **Overall Evaluation**  **of Self Assessment Area** |  | **1 2 3 4 5 NA ND** |
|  |  |  |
| **4. Professional Development**  **Goals** |  |  |
| 1. Immediate 2. Five-year 3. Long-term | It is expected that these will result, in part at least, from the prior analyses. | Present □ Absent □  Present □ Absent □  Present □ Absent □ |
| **Overall Evaluation of Professional Development Goals** |  | **1 2 3 4 5 NA ND** |
|  |  |  |
| **5. Department chair or School dean evaluation** | FPC-1 Form attached with letter of evaluation and recom-mendation from dean/chair | Present □ Absent □ |
| **Overall dean/chair Evaluation** |  | **1 2 3 4 5 NA ND** |

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| **6. Student Course Evaluation Results** |  |  |
| 1. Course evaluation summary, form FPC-2 | FPC-2 form from course evaluation system included | Present □ Absent □ |
| 1. Course evaluations for all courses taught in previous two semesters | Copies of course evaluation results from course evaluation system, along with students typed comments, for two previous semesters. | Present □ Absent □ |
| **Overall Student**  **Course Evaluation** |  | **1 2 3 4 5 NA ND** |
|  |  |  |
| **7. Peer Evaluations (3x)** |  |  |
| 1. Peer evaluation by faculty member from school/Department | Completed FPC-3 form included | Present □ Absent □ |
| 1. Peer evaluations from two faculty members outside school/department | Completed FPC-3 forms included | Present □ Absent □ |
| 1. **Overall Peer Evaluation** |  | **1 2 3 4 5 NA ND** |
|  |  |  |
| **8. Most Recent Promotions Committee Letter** |  | Present □ Absent □ |
|  |  |  |
| **Overall Evaluation of Professional Portfolio** | Mark UA if the portfolio is unacceptable and should be returned for revision prior to consideration by the Promotions Committee. | **1 2 3 4 5 UA** |

**Scoring System for Table:**

**1 lowest score (needs major improvement), 3 meets expectations, 5 highest score (exceptional)**

**NA – not applicable, ND – not done, UA – unacceptable**

What strengths would you want to share with this faculty member about their philosophy, teaching, service, or scholarship?

What weaknesses, in your view, should be addressed by this faculty member given their professional portfolio? Are these weaknesses addressed fully in the faculty member’s professional development goals?

What recommendations would you want to share with this faculty member?

Do you recommend this faculty member for rank and/or level advancement in accordance with institutional policy?