



Professional Portfolio Preparation

Purpose

- Facilitate continued professional development
- Provide an evaluation tool for rank or level advancement and periodic evaluation

Time Frame and Frequency

- Typically due the last Monday of September in year prior to anticipated advancement in rank or level
- If a professor is at the highest academic rank and level, professional portfolios are submitted for review on a five-year cycle

Content

- Cover Page
- Table of Contents
- Vitae
- Teaching Philosophy
- Self-Assessment
- Professional Development Goals
- Chair's/Dean's Evaluation and FPC 2a-c
- Student Course Evaluations
- Peer Evaluations (3)
- Most Recent Promotions Committee Letter

Vitae

- Directory information
- Degrees earned
- Awards and recognitions
- Teaching and/or administrative experience
- Campus committee memberships (SAU)
- Research, publications, presentations, etc.
- Service activities (community, church, etc.)

Teaching Philosophy Essay

- Why you do what you do
- Purpose of teaching in Christian IHE
- Students and student needs
- How you facilitate student learning

Self-Assessment

- Teaching effectiveness
 - Student performance
 - Student perceptions
 - Peer evaluations
 - Dean's/Chair's evaluation
 - Application of philosophy of education
 - Optional teaching video
- Contributions to students, dept., univ., & community
- Scholarship and professional contributions
- Response to recommendations in prior FPC letter

Professional Development Goals

- Immediate
- Five-year
- Long-term

Dean's/Chair's Evaluation

- FPC-1 Form
- Letter of evaluation and recommendation

Student Course Evaluation Results

- Course evaluation summary, Form FPC-2
- Course evaluations for all courses, with students' comments, for 2 previous semesters

Peer Evaluations (3)

- Peer evaluation on FPC-3 form from faculty member within the school or department
- Peer evaluations on FPC-3 forms from two faculty members outside school/department

Promotions Committee Letter

- If a prior portfolio was submitted for review, a copy of the letter from the most recent review by the Faculty Promotions Committee should be submitted with your portfolio.

Instructions for Portfolio

- <http://www.southern.edu/administration/academic-administration/>
- Faculty Information
 - Forms for Faculty
 - Forms Relating to Professional Development
 - » Professional Portfolio Instructions
 - » Professional Portfolio Evaluation Form

Other Forms

- FPC-1 – Chair's/Dean's Evaluation Form
- FPC-2a – Course Evaluation Item #2
(The instructor is effective in teaching the subject matter.)
- FPC-2b – Course Evaluation Item #6
(The instructor stimulates intellectual curiosity.)
- FPC-2c – Course Evaluation Composite Score
- FPC-3 – Peer Evaluation Form
(1 peer evaluator from department, 2 peer evaluators from other departments)

Suggestions for Success

- Make sure all required components are included.
- Submit the components in order, numbering the pages and providing a table of contents.
- Make it look professional, and edit carefully for mechanical and grammatical errors.
- Be especially attentive to responding to feedback from students, peers, and dean or chair, as well as suggestions from a prior review.

Questions?