

College of Education and Human Development

Faculty Evaluation Committee Portfolio Guidelines*

Fall 2008

*GSE faculty submitting point-maintenance annual evaluation materials need only submit an updated vita and a Faculty Evaluation Self-Reporting Form for the prior year [prior year is defined as Summer/Fall/Spring].

These materials must be submitted electronically (to rlynch@gmu.edu).

Basic Guidelines for Those Required to Submit a Full Portfolio

- Use one 3” notebook with dividers provided by Dean’s Office, or submit a similarly structured portfolio electronically, providing 6 CDs (5 for FEC members and 1 to Ruth for backup) to the Dean’s Office. *The CEHD Promotion and Tenure Committee and the GSE Faculty Evaluation Committee encourage faculty to submit electronic portfolios.*
- No plastic sleeves may be used.
- **No staples** may be used for any document in the portfolio.
- Reporting of data must be fully accurate and internally consistent throughout the portfolio. Please carefully check to insure that information in the CV, FESRF, and narratives are verbally and numerically in 100% agreement.
- Submitted materials must comply with CEHD and Provost guidelines.
- Narratives must use 12 pitch font and readable margins.
- Acronyms should be defined in the narratives, as P&T Committee and FEC members are often unfamiliar with terms from specialized content domains.
- The full period under review must be covered. For GSE annual evaluations, the review period (normally 3 years) will be verified by the Dean’s Office each summer, with materials due in mid-September. For CEHD PT&R (promotion, tenure, and contract renewal) portfolios, the primary review period of interest is either:
 - (a) time since entering one’s current rank (promotion reviews), or
 - (b) time since beginning on the tenure-track (tenure reviews), and/or time since beginning one’s current contract (contract renewal).Annual evaluation portfolios and PT&R portfolios are procedurally separate. Efforts have been made to align the structure and requirements for each type of portfolio, but they are distinct in terms of the time period covered.

- Additional supporting material beyond the elements specified in this document should be kept in the faculty member's office and be available to the P&T Committee or the FEC upon request.
- Faculty wishing to use web-based artifacts for teaching, scholarship, and service should submit their portfolio on a CD. Faculty have the option to submit the full textual portfolio via CD.
- The P&T Committee and the FEC may return portfolios that do not meet the guidelines.
- The P&T Committee and the FEC may request further clarification or documentation of evidence in the portfolio.

Portfolio Components

Part 1: Complete, Updated Vita – Citations must conform to APA guidelines.

Part 2: Faculty Evaluation Self-Reporting Form for the reporting period

Part 3: Narratives – must follow Provost's guidelines for Teaching, Research and Scholarship, and Service as well as point as explicitly as possible to material provided elsewhere in the portfolio that supports the assertions made in the narratives. The combined Teaching and Research and Scholarship narrative may not be longer than 8 pages – No Exceptions. The Service narrative (which may also include supplementary information on any topic) may not be longer than 8 pages – No Exceptions.

NOTE: For those submitting a regular binder rather than an electronic portfolio, ***Parts 1, 2, and 3 must be submitted electronically*** (to rlynch@gmu.edu) in addition to the hard copies inserted into the portfolio binder.

Part 4: Reflective Practice

- a. Include all previous annual Faculty Evaluation Self-Reporting Forms, all annual evaluation letters, and all P&T Committee and Dean's evaluation letters for the review period.
- b. Separate narrative reflecting on the evaluative process – how responded to prior feedback; what was attended to and how; what concerns were addressed and how; what was accomplished and how.

Part 5: Evidence of Teaching Effectiveness

- a. Copies of all course evaluation summaries for the review period
- b. Representative syllabi (maximum 3)
- c. Samples of student work (optional; maximum of 3)
- d. Peer reviews of teaching, which may include outside as well as internal letters (optional for 3-year review but strongly recommended for tenure track faculty and teaching-oriented term faculty [at least 2 letters, one of which may be from someone with whom you have co-taught]; mandatory for PT&R cases [at least 3 letters])
- e. Summary of student and/or alumni comments (optional - maximum 4 pages)
- f. Sample teaching publications (maximum of 2)
- g. Examples of teaching innovations (maximum 3 pages)
- h. Awards and honors

Part 6: Evidence of Research and Scholarship

- a. Selected works for review period (full text) (maximum of 5)
- b. Abstracts for additional publications, presentations, and grants (optional)
- c. Evidence of Quality and Impact – e.g., summary of citations, quality of journals, peer review process for journals, etc. (maximum 2 pages)
- d. Awards and honors

Part 7: Evidence of Service Contributions

- a. Especially notable examples of high-impact service activities and how your participation made a difference (maximum of 5)
- b. Letters of appreciation – sent or solicited (maximum of 5)
- c. Awards and honors

Part 8: Other Relevant Evidence (optional; maximum 5 pages)

- a. Open text – additional contributions or clarifications
- b. Additional supporting materials