

# College of Education and Human Development

## Portfolio Guidelines

### Fall 2017

All CEHD full-time instructional faculty will use the online submission system to summarize work for each academic year (annual evaluation). Tenure-track faculty will also submit a developmental portfolio to the CEHD Tenure-Track Annual Review Committee (TTARC) that will grow and evolve over the tenure period each year. Faculty seeking contract renewal, tenure and/or promotion will submit a portfolio to the CEHD Promotion and Tenure (P&T) Committee.

#### ***Basic Guidelines for Those Required to Submit a Full Portfolio***

- Files will be submitted electronically. The Dean's Office will provide instructions with regard to how to submit files.
- Reporting of data must be fully accurate and internally consistent throughout the portfolio. Please carefully check to ensure that information in the CV, online evaluation site, and narratives are verbally and numerically in 100% agreement.
- Submitted materials must comply with CEHD and Provost guidelines.
- Narratives must use 12-point font, have 1-inch margins, and be single spaced.
- Acronyms should be defined in the narratives, as P&T Committee and TTARC members are often unfamiliar with terms from specialized content domains.
- 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 TTARC upon request.
- The TTARC and P&T Committee may return portfolios that do not meet the guidelines.
- The TTARC and P&T Committee 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: Annual Faculty Evaluation Summary for the reporting period:**

<b>Year</b>	<b>GSE Faculty Submit</b>	<b>RHT Faculty Submit</b>
AY 2007–2008 (and prior)	1. Copy of Faculty Evaluation Self- Reporting Form (FESRF)  2. Copy of GSE FEC Evaluation Letter	1. Copy of the RHT Director’s Annual Review
AY 2008–2009	1. Copy of Self-Reporting Format Submission  2. Copy of GSE FEC Evaluation Letter	1. Copy of the RHT Director’s Annual Review
AY 2009–2010 (and forward)	1. PDF of the CEHD Annual Evaluation Online Submission  2. Copy of GSE FEC or TTARC Evaluation Letter	1. PDF of the CEHD Annual Evaluation Online Submission  2. Copy of RHT FEC or TTARC Evaluation Letter
<b><u>Faculty on the Tenure-Track who have completed their third-year review also include in Tab 2</u></b>	<b>A copy of your third-year letter from the CEHD P&amp;T Committee</b>	<b>A copy of your third-year letter from the CEHD P&amp;T Committee</b>

**Part 3: Narratives** – must point as explicitly as possible to material provided elsewhere in the portfolio that supports the assertions made in the narratives. The Provost’s guidelines state that the combined Teaching + Research and Scholarship narrative may not be longer than eight pages – No Exceptions, and must include future plans for both teaching and research and scholarship. The Service narrative (which may also include supplementary information on any topic) may not be longer than eight pages – No Exceptions.

**Part 4: Reflective Practice** – Present a 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. The Reflective Practice has no page limit.

## **Part 5: Evidence of Teaching Effectiveness**

- a. Provide a table that summarizes all teaching evaluation data, cumulative over the evaluation period. A sample spreadsheet and a template are available on the faculty website at <http://cehd.gmu.edu/resources/facstaff/>
- b. Copies of all course evaluation summaries for the review period
- c. Representative syllabi (maximum three)
- d. Samples of student work (optional; maximum of three)
- e. Peer reviews of teaching, which may include outside as well as internal letters
  - o TTARC developmental portfolios: Peer reviews of teaching are optional, but inclusion of at least two letters—one of which may be from someone with whom you have co-taught—is strongly recommended;
  - o Tenure-track renewal cases: At least two peer reviews of teaching are mandatory;
  - o Term contract renewal cases: At least two peer reviews of teaching are mandatory; and
  - o Promotion and/or tenure cases (including term promotion to associate cases): At least three peer reviews of teaching are mandatory.
- f. Summary of student and/or alumni comments (optional - maximum four pages)
- g. Sample teaching publications (maximum of two)
- h. Examples of teaching innovations (maximum three pages)
- i. Awards and honors
- j. When applicable, theses and dissertations supervised
- k. Summary of advising responsibilities and their fulfillment

## **Part 6: Evidence of Research and Scholarship**

- a. Selected works for review period (full text) (maximum of five)
- 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 (maximum two 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 five)
- b. Letters of appreciation – sent or solicited (maximum of five)
- c. Awards and honors