

**Appendix C:**  
**FR&P Portfolio Register**  
**August 2005**  
**(Rev. 05/3/09)**

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## **INTRODUCTION TO THE PROMOTIONAL PROCESS**

Faculty wishing to advance to the next rank must apply for promotion. Candidates submit a *Portfolio* which is reviewed by the Faculty Rank and Promotion Committee and the College administration.

The *Portfolio* provides an opportunity for candidates to demonstrate their readiness for promotion to the next rank. The *Portfolio Register* is the document which outlines the candidate's accomplishments and strengths, and is supported by attached documentation. Each candidate's *Register*, is placed on reserve at each campus library, and an electronic copy is placed on the college intranet at <http://admin-campusnet/faculty/promotion/Portfolios>. A formal set of guidelines, "Faculty Rank and Promotion Plan," is used by candidates and administrators for the promotional process.

The *Register* should be carefully written and complete since it not only reflects the candidate's justification for promotion but also provides a comprehensive record of the candidate's accomplishments since the last promotion, or initial appointment, in four key areas: Teaching Excellence, Community Service, Service to the College, and Accomplishments in Your Field.

The attached Instructions provide candidates with useful guidelines. They should be followed closely to assure that the promotional package is representative of accomplishments and is complete. To assist candidates in preparing these materials, members of the Committee offer a review session in late Spring. Prospective candidates are advised to attend. The review session provides the opportunity to ask questions and to gain advice that can strengthen the quality of the Portfolio.

The promotional cycle is determined by a calendar, which is created in conjunction with the College administration. August 1 is the deadline for submitting the Portfolio to the Human Resources Office at the Leesburg campus. The calendar is available on the college intranet at <http://admin-campusnet/> so candidates can note deadlines applicable to them.

Included in this packet are an annotated version of the Portfolio Register Form containing helpful examples, a copy of the Portfolio Register Form without annotations (also available on the intranet as a read only template at <http://admin-campusnet/>), and a "*Portfolio Checklist*" which provides candidates with a useful review before submitting the finished *Portfolio*.

## GENERAL INSTRUCTIONS FOR THE PROMOTIONAL PROCESS

1. Before beginning work on the *Portfolio Register*, carefully read the entire Instructions.
2. Review the following before preparing the *Portfolio*: The latest edition of the “Faculty Rank & Promotion Criteria”; your goals and objectives; and your supervisors’ evaluations. Evaluations and goals/objectives statements provide a good starting point for the *Portfolio* and are available from Human Resources. The “Criteria” gives a detailed overview of the process and procedures. The “Criteria” is available as a read only document on the intranet at <http://admin-campusnet/>.
3. Write the *Register* for the following audiences: peers; supervisors and administrators; and the College Board of Trustees.
4. Sell yourself and write in a positive tone.
5. Create a Portfolio which is both historical and current in nature, emphasizing activities and any accomplishments which took place during the time period for which you are being evaluated. Relate your talents and accomplishments to the Criteria of both your present rank and the rank you seek.
6. Do not include information which predates your most recent promotion by more than twelve months. Faculty applying for their first promotion, should not include information which predates their initial appointment by more than twelve months unless otherwise instructed.
7. Read the Annotated *Portfolio* form to gain a thorough understanding of the questions. Use the blank *Portfolio* Form to create your own Register. A machine readable version of the *Portfolio* form is also available for copying on the intranet at <http://admin-campusnet/>.
8. Adhere to the established format. Use Times New Roman 12 point through the document. Triple space between questions. Double space responses to questions.
9. Leave no section blank. If you have no information to offer for a particular question, write “None”. List current activities first.
10. Spell out acronyms, initialisms, and abbreviations. Avoid jargon. Define terms that lay people may not be familiar with.
11. List all attachments on a separate sheet and append attachments to the end of the Register. Supporting documentation may be in any format, including multimedia. Letters of support are appropriate. Attachments should be numbered and cross-referenced in the text and on the attachment.
12. Create seven sets of the *Portfolio Register* and two attachment sets. Put each in separate manila envelopes or other appropriate containers and send to: Human Resources, Lake-Sumter Community College, Leesburg Campus. Include an electronic copy on a 3 1/2 inch floppy disc, CDROM, or click drive of the Register in MSWord without attachments. Make an additional copy of the Register and attachments for your own records.
13. The Portfolio must be delivered to Human Resources by the close of business September 15. (Note: Documentation is accepted for the last four years in application for Assistant Professor, and the last seven years for Associate Professor, Professor, or Senior Professor. Teaching Excellence is the only required category and represents a possible 60 points of the 90 necessary for advancement. Each of the other categories represent a possible 20 points, and may be used in any combination to reach the total as long as at least 50 of the total points are from Teaching Excellence.)

## ANNOTATED *PORTFOLIO REGISTER*

[Note: Annotations appear in brackets. An unannotated version of the form follows.]

### CURRICULUM VITAE

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
(First)                      (Middle)                      (Last)

Beginning with your current position, list relevant experience in reverse chronological order. If a position is not full-time, or is a temporary position, so indicate (half-time, three-quarters time, temporary, etc.)

Name of Institution _____	Position(s) & <u>Rank(s) Held:</u>	Dates Each Position & Rank Held (mo/yr):
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[Example:

Lake-Sumter Community College	Assoc. Prof., English Dept.	July 2003-present
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Lake-Sumter Community College	Asst. Prof., English Dept.	May 1996-June 2003
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Mayfair Community College Enid, Oklahoma	Instructor, English Dept.	May 1994-May 1996
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Summarize other pertinent experience if it seems desirable:

Three semesters as Teaching Assistant, English Department, Purdue University, 1993-94.]

Indicate educational background by giving earned degrees:

Degree: \_\_\_\_\_ Field: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Degree: \_\_\_\_\_ Field: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Degree: \_\_\_\_\_ Field: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. TEACHING EXCELLENCE

### 1.1 Provide a statement of your teaching philosophy.

[This section should contain a summary of your teaching philosophy. It may be very personal or professionally detached.]

### 1.2 List the classes you have taught during the time period for which you are being considered, and the number of semesters for each. Include any information on special circumstances, such as Web enhanced, fully online, Special Topics, etc.

[Include all the classes you have taught. List any individual tutorials, indicate online classes, and highlight any which you initiated and taught for the first time.]

ENC 1101 - twelve sections over three semesters	2003 - 2005	
ENC 1102 - one section	Fall, 2005	
ENC 2300 - one section	Fall, 2005	[WebCT enhanced]
AMH 2010 - one section special topic: Native American Writers]	Spring, 2005	[Web enhanced,

### 1.3 Briefly describe (approximately 300 words) any special techniques or tools you have developed for use in the classroom, and their impact on teaching and learning.

[Include here course syllabi, PowerPoint presentations, student project outlines, service learning, field trips, or other devices beyond ordinary classroom lecture that has enhanced your teaching.]

### 1.4 Briefly describe (approximately 300 words) your particular areas of teaching competence or specialization.

[You might emphasize a facet of your teaching that reflects special training or background, such as computer skills, working with diverse populations, addressing multiple learning styles, etc.]

### 1.5 Briefly describe (approximately 300 words) what you regard as your major fields of interest within your discipline.

[Major fields of interest can be a particular aspect of your subject area, such as foreign relations with China, or major American women poets, which may not be the focus of your teaching load, but add dimension to your classes.]

### 1.6 List your peer-review committee, indicating the chairperson. Attach the committee's final report.

[You may also include individual Peer Teaching Evaluation Outlines as well as the final over-all report with your attachments.]

## 2. COMMUNITY SERVICE

2.1 List and briefly describe service to the community, particularly where such service involves your professional training or experience.

[Consulting or volunteer work, especially those that employ skills evident in the classroom or college, should be included here, e.g., member of local board of education, presentations to civic groups, etc.]

## 3. SERVICE TO THE COLLEGE

Generally, in this section list current activities first and give some description of the activities.

3.1 On what College committees have you served? (Give dates of service, and position held, e.g. Chairperson).

[Give a brief description (approximately 200 words) of the committee's work and your specific contributions including any leadership role(s) you played.]

3.2 List and describe other responsibilities/activities beyond regular assignments or service on College committees. (Give dates).

[Examples of such responsibilities might include: FACC, Faculty Senate, mentoring new faculty, ad hoc groups such as Diversity celebrations, career days on campus; preparation of special reports, research or documentation; development of training material.]

## 4. PROFESSIONAL ACCOMPLISHMENT IN YOUR FIELD

List the most recent activities first. Avoid initialisms, abbreviations, and acronyms. Include all scholarly and professional activities, not just those pertaining to your department or discipline.

4.1 List professional organization memberships, including offices held and/or committee service. (Give dates).

[You may include both active and inactive memberships. If a membership is in a division or section of a major association, so indicate. Include under this statement your special contributions and responsibilities.]

4.2 Indicate professional, regional and national organization meeting attendance. Include here any participation such as papers given, panel discussions, etc. (Give dates).

[List the name of the organization, participation dates, and your specific contribution to the program. Consider elaborating upon sessions attended, meeting topics, and how attendance relates to your teaching and professional development.]

4.3 List and describe any grants, fellowships, prizes or other honors received or won.

[Answers need not be limited to College-related activities. Give dates where applicable.]

4.4 List and describe any honorary societies to which you belong. Provide a complete listing including items that predate the evaluation period.

[Answers need not be limited to College-related activities. Give dates where applicable.]

4.5 List any academic courses (credit, non-credit or certification) taken beyond degrees listed under "Curriculum Vitae." Provide a complete listing including items that predate the evaluation period.

[Indicate the dates, title and description of the course and the name of the institution. If enrolled in an advanced degree program, identify and describe the program. Include the name of the institution and the dates and name of the program. If the course leads to certification, list the professional group granting it.]

4.6 Bibliography.

[Include here a bibliography of your published and unpublished work. The bibliography should cite works that predate the last promotion by no more than a year. If you are seeking your first promotion, the bibliography should cite works that predate the initial appointment by no more than one year. Publications done as part of your job assignment, such as class handouts, web pages, checklists etc., should not be included. These may be attached to the *Portfolio*, cross-referenced from "Teaching Excellence, 1.2." You may also attach copies of any published reviews of scholarly writings.

4.7 List and describe other professional or scholarly activities not covered in questions 4.1-6 above. (Give dates).

Inclusion of annual evaluations is optional. The Committee will not be prejudiced against candidates who choose not to include annual evaluations. You may also include student evaluations.

[Indicate here the attachment number(s) of any appended evaluations]

Provide a list of all attachments on a separate sheet.

[Attachments other than those required may be provided. Include any information that will help the Committee gain a better understanding of your professional record (e.g. your full Curriculum Vitae if it contains information beyond what has been provided in the *PortfolioRegister*). It is especially useful if attachments relate specifically to other information contained in the *Portfolio*. In those cases, references to pertinent attachments should be made in the body of the *Portfolio* when the information is provided ("Certificate of Completion, 4.5.")

Avoid including redundant materials. For example, a professional writing sample may be attached to help the Committee understand better the breadth and depth of a candidate's interests while the submission of a large number of articles on the same topic would do little to advance the promotional case.]

Sign and date the *Portfolio Register*.

To the best of my knowledge, I certify this information to be complete, correct and current.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Current Rank: \_\_\_\_\_

**PORTFOLIO REGISTER**

**CURRICULUM VITAE**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

\_\_\_\_\_  
(First)                      (Middle)                      (Last)

**Beginning with your current position, list experience in reverse chronological order. If a position is not full-time, or is a temporary position, so indicate (half-time, three-quarters time, temporary, etc.)**

<b>Name of Institution</b>	<b>Position(s) &amp; Rank(s) Held:</b>	<b>Dates Each Position &amp; Rank Held (mo/yr):</b>
_____		

**Summarize other pertinent experience if it seems desirable:**

**Indicate educational background by giving earned degrees:**

**Degree:** \_\_\_\_\_ **Field:** \_\_\_\_\_ **Institution:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Field:** \_\_\_\_\_ **Institution:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Field:** \_\_\_\_\_ **Institution:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **1. TEACHING EXCELLENCE**

**1.1 Provide a statement of your teaching philosophy.**

**1.2 List the classes you have taught during the time period for which you are being considered, and the number of semesters for each. Include any information on special circumstances, such as Web enhanced, fully online, Special Topics, etc.**

**1.3 Briefly describe (approximately 300 words) any special techniques or tools you use in the classroom, and their impact on teaching and learning.**

**1.4 Briefly describe (approximately 300 words) your particular areas of teaching competence or specialization.**

**1.5 Briefly describe (approximately 300 words) what you regard as your major fields of interest within your discipline.**

**1.6 List your peer-review committee, indicating the chairperson. Attach the committee's final report.**

## **2. COMMUNITY SERVICE**

**2.1 List and briefly describe evidence of service to the community, particularly where such service involves your professional training or experience.**

## **3. SERVICE TO THE COLLEGE**

**3.1 On what College committees have you served? (Give dates of service, and position held, e.g. Chairperson).**

**[Give a brief description (approximately 200 words) of the project or projects the committee has worked on and your specific contributions including any leadership role(s) you played.]**

**3.2 List and describe other responsibilities/activities beyond regular assignments or service on College committees. (Give dates).**

## **4. PROFESSIONAL ACCOMPLISHMENT IN YOUR FIELD**

**4.1 List professional organization memberships, including offices held and/or committee service. (Give dates).**

**4.2 Indicate professional, regional and national organization meeting attendance. Include here any participation such as papers given, panel discussions, etc. (Give dates).**

**4.3 List and describe any grants, fellowships, prizes or other honors received or won.**

**4.4 List and describe any honorary societies to which you belong. Provide a complete listing including items that predate the evaluation period.**

**4.5 List any academic courses (credit, non-credit, or certification) taken beyond degrees listed under "Curriculum Vitae." Provide a complete listing including items that predate the evaluation period.**

**4.6 Bibliography.**

**4.7 List and describe other professional or scholarly activities not covered in questions 4.1-6 above. (Give dates).**

**Inclusion of annual evaluations is optional. The Committee will not be prejudiced against candidates who choose not to include annual evaluations. You may also include student evaluations.**

**Provide a list of all attachments on a separate sheet.**

**Sign and date the *Portfolio Register*:**

**To the best of my knowledge, I certify this information to be complete, correct and current.**

**Signed:\_\_\_\_\_ Date:\_\_\_\_\_**

**Current Rank:\_\_\_\_\_**

## ***PORTFOLIO CHECKLIST***

Before submitting your *Portfolio*, please be sure you have done the following:

- Answered all questions in the *Register*.
- Provided a complete Vita of your academic experience.
- Referred attached documentation in each category of summary information with appropriate cross-reference numbers.
- Provided a list of all attachments on a separate page.
- Signed and dated the *Portfolio Register* in the appropriate location.
- Created seven sets of the *Portfolio Register* and two sets of the attachments. Put each in separate manila envelopes or other appropriate containers and send to: Human Resources, Lake-Sumter Community College, Leesburg Campus. Include an electronic copy on a 3 1/2 inch floppy disc, CDROM, or click drive of the Register in MSWord without attachments. Make an additional copy of the Register and attachments for your own records
- Placed *Portfolio* without attachments on the intranet as a read only document through the path <http://admin-campusnet/>.

*(Note: Documentation is accepted for the last four years in application for Assistant Professor, and the last seven years for Associate Professor, Professor, or Senior Professor. Teaching Excellence is the only required category and represents a possible 60 points of the 90 necessary for advancement. Each of the other categories represent a possible 20 points, and may be used in any combination to reach the total as long as at least 50 of the total points are from Teaching Excellence.)*