

SLCC Faculty Professional Portfolio Template



**Use the
"Faculty Template"
on Digication.**

Sections of Professional Portfolio

- **Welcome Page** to introduce yourself and state the purpose of your portfolio (100-150 words*)
- **Professional Statement** that outlines your teaching responsibilities, philosophy, objectives, and methods (500-1000 words*)
- **Tenure Track Self-Assessments** that describe and reflect upon your Teaching, Professional Activity, and Service
- **Application Statement for Tenure** that advocates for yourself as a faculty member who should be granted tenure.
- **Post-Tenure Review Self-Assessments** that describe and reflect upon your Teaching, Professional Activity, and Service
- **Application Statement for Rank Advancement to Full Professor** that advocates for yourself as a faculty member who merits promotion to full professor.
- **Supporting Documents** including Form I, Form IV, Letters of Progress, and Curriculum Vitae (optional)

Professional Statement

Your professional statement should outline your Teaching Responsibilities, Teaching Philosophy, Teaching Objectives and Teaching Methodologies.

- **Teaching Responsibilities:** What do you regularly teach? What courses have you taught over the portfolio's review period?
- **Teaching Philosophy:** What learning theories or values inform your teaching? Are there scholars whose work you draw from as a teacher? What about mentors you've learned from? Experiences you've had as a learner or a teacher? How do you think learning happens best? What are the most important elements of a learning environment?
- **Teaching Objectives:** What do you hope to accomplish with your teaching? What are your primary goals for students in your classes? How do you hope that students will change as a result of your classes and your teaching? Be sure to think beyond the acquisition of content knowledge here; how do you want students to grow?
- **Teaching Methodologies:** Look at your objectives and ask yourself, "What do I do to accomplish these objectives?" What teaching and learning strategies do you engage in with your students? Can you link between these methods and your philosophy? How does everything tie together? (You will likely assess some of these methodologies in the Teaching reflection sections.)

Self Assessments for Tenure-Track and Post-Tenure Review

Each submission of your professional portfolio--whether annually on the tenure track or every three years for post-tenure review--needs to include the following three areas of self-assessment:

1. Teaching Self-Assessment (1000-2000 words*) that describes and reflects upon

- Instructional Delivery
- Instructional Design & Assessment
- Field/Discipline Knowledge Applied to Teaching
- Course Management

2. Professional Activity Self-Assessment (500-1000 words*) that describes and reflects upon

- Maintaining or Developing One's Field Knowledge/Credentials & Memberships
- Participation in Professional Organizations

3. Service Self-Assessment (500-1000 words*) that describes and reflects upon

- College Service
- Community Service

Application for Tenure or Rank Advancement to Full Professor

Your application for tenure or rank advancement to full professor is distinct from your post-tenure review portfolios. Application consists of three parts: 1) Your Tenure or Rank Advancement Application Statement; 2) A detailed Letter of Recommendation for Tenure or Rank Advancement; 3) Completion of the Application Form and Signature Page. (Your academic administrator can provide you with the form.) Work with your academic administrator to ensure your application is complete.

The Application Statement is your opportunity to advocate for yourself as a faculty member who should be granted tenure or promoted to full professor. This statement should provide a holistic account of your performance during your pre- or post-tenure years at the college.

This statement is different than that which you have done in self-assessments. While those are reflective and self-assessing, this statement is primarily persuasive. Be sure to demonstrate how your work has aligned with and furthered the College's Vision, Mission, and Values.

In this statement, you should reference your previous portfolios and link to specific elements in them to show evidence for your claims that you should be granted tenure. You can also link directly to files or other content that you have previously included.

