PORTFOLIO FOR TENURE & PROMOTION

Grand Rapids Community College

Faculty Evaluation System

LEARNING OBJECTIVES:

- Describe the format of a portfolio in the Faculty Evaluation System
- Review the portfolio evaluation rubric
- Provide helpful hints for submitting a portfolio
- Discuss the role of the rank and promotion committee
- Review deadlines

ROLE OF PORTFOLIO

The portfolio is:

- The primary documentary evidence used for tenure review and promotions in rank
- Used by all tenure and promotion review committees as foundation of their deliberations

STANDARD ORGANIZATION & PRESENTATION OF THE PORTFOLIO

Includes:

- Teaching philosophy
- All four categories of evaluation
- Evidence of completion of yearly faculty performance evaluations
- Documentation of substantive projects

PORTFOLIO FORMAT

- Cover page
  - Name
  - Current rank
  - Department and school
- Table of contents

SECTION ONE

- Letter of application
- Teaching and learning philosophy statements/opening remarks
- Annual faculty performance evaluations (in reverse chronological order)
- Faculty observation reports
- Student evaluations of instruction

SECTION TWO

- Teaching
  - Narrative summary
  - Documentation
- College Service (may include Community Service)
  - Narrative summary
  - Documentation
- Professional Development
  - Narrative summary
  - Documentation
- Student Service
  - Narrative summary
  - Documentation

TEACHING & LEARNING PHILOSOPHY STATEMENT

- Opportunity for faculty to describe:
  - who they are as educators
  - what they believe about themselves, their disciplines, their students,
  - how these things are exemplified in their practice.
- Both inspirational and practical

NARRATIVE SUMMARY

Importance of this cannot be overstated because it…

- serves to highlight important contributions faculty members have made in each of the categories.
- provides an opportunity for faculty to reflect on their growth as a faculty member on the activities they have undertaken and feedback they have received in the years covered by the portfolio.
- provides an opportunity for faculty to explain how they have met the expectations for tenure or promotion.

DOCUMENTATION

- Should be supportive of the narrative summary for the category
- Provides evidence that faculty have met the expectations for tenure and promotion
- Refers to FPE plan and report

PORTFOLIO EVALUATION RUBRIC

- Discussion of expectations. (Please refer to rubric handout.)
- Committee recommendation submitted to Dean and Provost
  - 3 out of 4 "yes" votes required
- Final decision made by Provost

COMMITTEE COMPOSITION

- Four members
  - Associate Dean
  - Department Head/Program Director
    - If candidate is DH/PD, then DH/PD in closely related department
  - Faculty member in department
    - If none available, in closely related department.
    - Candidate chooses.
  - Faculty member from college-wide cohort.
    - AD chooses.

SUBMISSION PROCESS

- Can be electronic or paper
- Electronic submissions must protect student information and be accessible to all committee members (Blackboard)
- Submit to the Associate Dean by deadline

DECISION-MAKING PROCESS

Review of Portfolios

FACULTY EVALUATION SYSTEM CALENDAR

- Please find the current GRCC Faculty Evaluation System Calendar at the GRCC Faculty Evaluation Website

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