The Academic Portfolio: A New and More Effective Way to Document Teaching, Research, and Service

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What is an Academic Portfolio?

● A reflective, evidenced-based document of teaching, research, and service performance
● Significant professional accomplishments and achievements
● Selective, not exhaustive
● Quality and significance of the work
● WHY and the HOW, not just the WHAT
Why Prepare an Academic Portfolio?

- Personnel Decisions:
  - Provide a rational and equitable basis for promotion and tenure decisions
  - Can include mandated items along with elective ones

- Improvement:
  - Thoughtful reflection of evidence enables professors to show strengths and confront weaknesses, which serve as a springboard for performance improvement
  - Professors choose items for inclusion

- Job market, Grants, Awards, Legacy, Assessment and Review

How was the Academic Portfolio Developed?

- This is the 9th iteration of the Academic Portfolio template.
- More than 200 deans, department chairs, and faculty members contributed to its development. They work at large universities and small colleges, public and private institutions, unionized and non-unionized campuses.
- Policies and campus cultures differ, though, so keep that in mind when creating an academic portfolio.
Portfolio Organization

Typically, the portfolio contains five main categories:

- Preface
- Teaching
- Research
- Service
- Integrating Professional Work and Goals

Appendix provides evidence that supports the narrative section.

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Academic Portfolio Template

NAME OF FACULTY MEMBER
Department / College
Institution
Date

TABLE OF CONTENTS
PURPOSE
Teaching
• Statement of Teaching Responsibilities
• Teaching Philosophy, Objectives, Methodologies
• Description of Curricular Revisions
• Selected Course Syllabi and Other Course Material
• Teaching Improvement Activities
• Student Course Evaluation Data

Research / Scholarship
• Nature of Faculty Research / Scholarship
• Sample of Books / Publications in Refereed Journals or Creative Works
• External Funding / Grants Obtained and Proposed
• Editorial Appointments / Offices Held in Professional Societies
• Sample of Conference Presentations, Readings, Performances, or Exhibits
• Supervision of Graduate Students
Service
- Sample of Department / Institution Committees and Task Forces
- Role / Contribution to Committees or Task Forces

Integration Of Professional Work / Goals
- Three Professional Accomplishments of Which You are Especially Proud
- Three Professional Goals

Appendix
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