



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**

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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.

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Portfolio Organization

Typically, the portfolio contains five main categories:

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

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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**

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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**

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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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