



# Portfolio Outline

Northwestern Oklahoma State University

## Suggested materials to submit for Faculty Evaluation/Review

Cover Page/Introduction/Curriculum Vitae/Resume

- 1) Teaching & Instruction (Weight Range: 40 – 75%)
- 2) Professional Development (Weight Range: 5 – 25%)
- 3) Scholarly Activity (Weight Range: 5 – 25%)
- 4) Institutional Involvement (Weight Range: 5 – 25%)
- 5) Community Service (Weight Range: 5 – 15%)

The cover page should include the faculty member's name and department/division as well as the **faculty member's designated weights** for each part of the evaluation. For example: Teaching – 55%, Professional Development – 20%, Scholarly Activity – 10%, Institutional Involvement – 10%, Community Service – 5%. These weights are *set by the faculty member* but they must total 100% and be within the weight ranges above. Also on the cover page, the faculty member should include the name of his/her choice for the **1<sup>st</sup> Peer Committee Member**, and also a **list of 3-5 names** for the department chair to choose the **2<sup>nd</sup> Peer Committee Member**. At least one of the peer evaluators must be from within the faculty member's department.

The introduction should include an overview of the faculty member's duties and responsibilities, a list of classes typically taught, teaching style/philosophy, and a current Curriculum Vitae/Resume.

Each section (1) – (5) should include evidence and/or documentation of how the faculty member is meeting the standards of professional performance in that particular area. At the end of each sub-section in the outline is a list of possible examples of documentation. Faculty are encouraged to provide additional evidence in support of the standard. Faculty members are also encouraged to provide a brief statement indicating how the evidence supports the standard.

The portfolio must be created and submitted in the ALCA system.

When completed, the portfolio must be shared with the department chair and appropriate peer evaluators.

**Section 1:** In the area of **Teaching/Instruction** the faculty member will: **(40 – 75%)**

- 1.1. demonstrate a thorough knowledge and understanding of the content relevant to the discipline in which s/he teaches. (Weight 25%, *Evaluated 60% chair, 40% peers*)

Examples of this may include, but are not limited to:

- 1.1.1 Keeping information current
- 1.1.2 Participating in program review
- 1.1.3 Maintaining licensure

- 1.2. consistently deliver instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%, *Evaluated 100% student evaluations*)

Examples of this may include, but are not limited to:

- 1.2.1 Using class time effectively
- 1.2.2 Using effective instructional techniques and tools (including lecture, discussion, audio/visuals, group activities, or technology)
- 1.2.3 Stimulating student interest and achievement

- 1.3. consistently design instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%, *Evaluated 40% chair, 35% students; 25% peers*)

Examples of this may include, but are not limited to:

- 1.3.1 Developing course materials (syllabi, study guides, tests, etc.)
- 1.3.2 Developing new courses
- 1.3.3 Designing effective instructional tools (including lecture, discussion, audio/visuals, group activities, or technology)
- 1.3.4 Evaluating student learning
- 1.3.5 Selecting textbooks

- 1.4. effectively manage the classes that s/he teaches.  
(Weight 15%, *Evaluated 40% chair, 60% students*)

Examples of this may include, but are not limited to:

- 1.4.1: Supervising clinical and internship experiences
- 1.4.2 Managing activities, materials, and tools for courses
- 1.4.3 Coordinating tutor sessions
- 1.4.4 Grading and returning papers in a timely manner
- 1.4.5 Guiding and assisting student research
- 1.4.6 Directing laboratory and field experiences
- 1.4.7 Directing/coaching competitive teams and performance ensembles
- 1.4.8 Maintaining appropriate supplies and equipment for teaching and research

- 1.5. effectively manage the enrollment of the classes that s/he teaches.  
(Weight 10%, *Evaluated 100% chair*)

Examples of this may include, but are not limited to:

- 1.5.1 Recruiting
- 1.5.2 Advising students
- 1.5.3 Serving on graduate committees
- 1.5.4 Keeping current on professional licensing regulations
- 1.5.5 Assisting students' placement in jobs or graduate school

**Section 2:** In the area of **Professional Development** the faculty member will: **(5 – 25%)**

- 2.1 be involved in the professional organizations that represent the discipline in which s/he teaches. (Weight 55%, *Evaluated 60% chair, 40% peers*)

Examples of this may include, but are not limited to:

- 2.1.1 Maintaining membership in professional organizations
- 2.1.2 Attending professional meetings
- 2.1.3 Holding office in professional organizations
- 2.1.4 Participate in University professional development activities

- 2.2 continue his/her education. (Weight 45%, *Evaluated 60% chair, 40% peers*)

Examples of this may include, but are not limited to:

- 2.2.1 Progressing toward advanced degrees
- 2.2.2 Attending seminars/conferences/workshops

**Section 3:** In the area of **Scholarly Activity/Creative Endeavors** the faculty member will perform one or more of the following: This faculty role will be evaluated holistically. (*Evaluated 60% chair, 40% peers*) Each part contains suggested activities that may be evaluated, but not necessarily required. **(5 – 25%)**

- 3.1 publish professional materials for and/or make presentations in the discipline in which s/he teaches.

- 3.1.1 Publishing articles, books, and reviews
- 3.1.2 Making presentations at local, state, and national conferences
- 3.1.3 Developing web sites
- 3.1.4 Presenting concerts and theatrical productions

- 3.2 conduct on-going research within his/her discipline.

- 3.2.1 Conducting research projects

- 3.3 receive professional recognition for his/her work within the discipline in which s/he instructs

- 3.3.1 Receiving awards and honors
- 3.3.2 Completing an advanced degree

**Section 4:** In the area of **Institutional Involvement** the faculty member will perform one or more of the following: This faculty role will be evaluated holistically. (*Evaluated 60% chair, 40% peers*) Each part contains suggested activities that may be evaluated, but not necessarily required. **(5 – 25%)**

- 4.1 actively participate in university committees.
  - 4.1.1 Serving on university committees
  - 4.1.2 Serving on Faculty Senate
  
- 4.2 be involved in special programs/projects/contests for the university.
  - 4.2.1 Sponsoring campus events (BEST competition/Curricular Contest, FFA, 4-H, Summer Academy, Science Fair, music contests)
  - 4.2.2 Earning grants
  - 4.2.3 Bringing speakers to campus
  - 4.2.4 Acquiring and maintaining materials for special collections
  - 4.2.5 Maintaining facilities
  
- 4.3 contribute to institutional studies and reports.
  - 4.3.1 Gathering information
  - 4.3.2 Analyzing information
  - 4.3.3 Writing reports
  
- 4.4 be involved with the university student organizations
  - 4.4.1 Serving as an adviser to a student organization
  - 4.4.2 Serving as a sponsor for student activities

**Section 5:** In the area of **Community Service** the faculty member will perform one or more of the following: This faculty role will be evaluated holistically. (*Evaluated 60% chair, 40% peers*) Each part contains suggested activities that may be evaluated, but not necessarily required. **(5 – 15%)**

- 5.1 be involved in community service in his/her area of expertise.
  - 5.1.1 Working with teachers in schools
  - 5.1.2 Serving as consultant to external entities
  - 5.1.3 Judging contests in area of expertise
  
- 5.2 be involved in community civic service.
  - 5.2.1 Maintaining active membership in civic clubs
  - 5.2.2 Serving as a volunteer for community programs