

Self-Evaluation Tool for Portfolio Development

Please refer to **Policy 3.40 - Promotion and Rank Policies** – in the Faculty Handbook for qualifications for promotion and advanced rank.

A. Evidence Assessment and Portfolio Development

The purpose of the Faculty Promotion and Rank Committee (PRC) is to recommend for promotion the faculty who exemplify high-quality performance. Applicants must qualify for the application process by demonstrating evidence of excellence in three out of four of the categories. Applicants apply based upon documentation of their accomplishments. Each statement of accomplishments must be accompanied by documentation. The purpose of the self-scoring tools and is to give the faculty member an assessment method to help in preparation and organization of the portfolio and application for advanced rank. The suggested items for each category in the checklist below should act as a guide to determine the faculty member's evidence to apply for advancement in rank. Portfolios should be as extensive and exhaustive in documentation of activities as the faculty member can provide.

Accrual of items from the checklist do not guarantee award of rank. The items noted for each section are only an initial approximation of examples of these efforts. It is expected that more detail on the excellence of these items will be included in the submitted application. The details will be provided by the faculty, with additional comments and recognition from supervisors, deans, and provost, in their recommendations for the applications. Individual departments may include additional specific requirements for advancement.

None of the accomplishments accumulated in any section may be used for more than one promotion and must be earned since date of last promotion. Each academic year will consist of fall, spring, and summer semesters.

Advancement track

Assistant Teaching Professor to Associate Teaching Professor
Associate Teaching Professor to Full Teaching Professor

The self-scoring tool will be a living document and reviewed annually by the PRC. Necessary updates will be made by Spring Break each year. Departments and programs may create more detailed or specific requirements, if approved with a majority of faculty in their unit, and the PRC.

Applicants will be ranked by the PRC according to the quality of the activity submitted in the portfolio for each rank. These lists will be submitted to the Provost's Office for recommendation.

B. Criteria for Evaluation of Achievements

Faculty members applying for promotion-in-rank will be evaluated on performance and accomplishments as described in this document. Documentation is required for all stated activities, including all FEPs and an updated CV. Accomplishments that are recognized for promotion are organized into four categories. They are mutually exclusive of each other. Once an activity has been listed in one part, it may not be listed in any other part. Applicants must show evidence of significant accomplishment in three of the four categories in order to be eligible to apply for promotion and rank. There are no limits for any category.

1. Performance Evaluation

Each Faculty Evaluation Plan that you have completed since your date of hire, or since the date of your last promotion will be used in your evidence file. FEP scores, both qualitative and quantitative, will be included in the evidence file for your promotion application.

2 Continuing Academic and Professional Development

This section requires an evaluation of the continuing academic and professional development of the applicant. Evidence may be included in this section since the last date of application for the most recently attained promotion (or date of hiring). This section is not to be used as an evaluation of the existing academic credentials of the applicant. (The examples provided do not exclude other academic or professional development activities that can be included for consideration in the portfolio).

- a. Study at the graduate or undergraduate level in one's discipline or related area as determined by the committee. Only coursework completed with a grade of "C" or better is acceptable. All course work since the applicant's last promotion, or hiring, may be included (Official transcripts must be included to verify date of course work).
- b. Other study such as workshops and seminars in the discipline area or areas related to primary responsibility. Workshops or seminars are defined as half-day or whole-day (or longer) educational activities focused on providing new information on one subject.
- c. Participation in faculty development activities at UA-PTC. Faculty development activities do not include activities that are part of the faculty member's routine responsibilities, such as mandatory or required college training.
- d. Obtain certification beyond the minimum requirement for the position or to recertify for that position
- e. Obtain a degree from an accredited college or university

3. Service to College-other than Designated Primary Teaching Responsibilities

To earn consideration in this section, the faculty member must not have received compensation or release time and the service cannot be considered part of required job duties. (The examples provided do not exclude other service activities that can be included for consideration in the portfolio).

- f. College assignments or Faculty Senate. Service as an active member of a college committee/council/taskforce or Faculty Senate beyond expected service. Documentation of expected service and additional service is required. Service as an officer will weigh more than regular member service.
- g. Faculty advisor for a student club or organization

- h. Procured grants, not including mini-grants for college programs
- i. Implementation of grants, including mini-grants for college programs
- j. Research study, designed and completed to be used by the college at any level
- k. Authored a publication adopted by the college
- l. Presenter at workshops/seminars at the college
- m. Develop or organize a workshop/seminar/program at the college. This may not count double with service to a committee for the same workshop/seminar
- n. Represent UA-PTC to a civic or philanthropic organization
- o. Represent UA-PTC to the community through presentations, critiques, judging, demonstrations, or exhibitions
- p. Service to the college as a volunteer
- q. Creation of a new course
- r. Converting modalities for existing courses through Shared Governance
- s. Lead instructor for a curricular area
- t. Other service activities not defined above

4. Service to Profession Outside UA-PTC

To earn consideration in this section, the faculty member must not have received compensation or release time and the service cannot be considered part of required job duties. (The examples provided do not exclude other outside service activities that can be included for consideration in the portfolio).

A. Professional Activities

Professional activities within one's discipline or the educational arena, not including community service activities.

- a. Service as an officer at the local, state, multi-state regional, national, or international level in professional organization
- b. Service on the editorial staff of a local, national, state, multi-state regional, or international professional journal

- c. Service on a committee of a local, national, state, multi-state regional, or international professional organization
- d. Attendance at a local, state, multi-state regional, national, or international conferences of professional organizations
- e. Active membership in honor societies or professional organizations
- f. Work in industry applying technical skills in business/industry in area-related to primary responsibility. Teaching at other institutions is specifically excluded.
- g. Service to the UA system not limited to UA-PTC

B. Work of Significance to Profession-Area Related to Primary Responsibility

Consideration may be earned in this part have no time limit but may be used toward only one application for promotion.

- a. Book or other creative works published
- b. Professional articles published at the local, national, state, multi-state regional, or international level
- c. Edited a local, national, state, multi-state regional, or international publication
- d. Creative works performed at, or accepted at, juried competitions and invitational exhibits at the local, state, multi-state regional, national, or international level
- e. Presentation given at seminars, conventions, or conferences at the local, state, multi-state regional, national, or international level
- f. Research studies designed and completed for use outside the college
- g. Organize a local, state, multi-state regional, national, or international-level competition, exhibit, or conference
- h. Professional awards received for teaching or for other work of significance in the area of your concentration