Portfolio Requirements for Faculty Evaluation

- ☐ Departmental Criteria
- ☐ Professional Assessment Statement (3,000 word maximum)
  (Should include distinct sections on teaching, scholarship, and service)
- ☐ Vita
- ☐ Samples of course syllabi
- ☐ Samples of examinations, assignments, and/or projects
- ☐ Copies of articles, chapters, or other scholarly pursuits
- ☐ Past annual, midcourse, and promotion evaluation letters
- ☐ Other materials that help you to build your case

Responsibilities

Candidate

- ☐ Complete form indicating your intent to be evaluated and send to your Dean by May 15th
- ☐ Upload digital portfolio to Canvas by deadline and add CEC and FEC members as students to your Canvas page
- ☐ Invite and arrange a time for each member of your CEC, your FEC liaison, and the Dean of the Faculty to visit a class
- ☐ Work with your CEC chair to hold your CEC evaluation early enough for him/her to write your CEC letter

CEC Chair

- ☐ Once candidate has informed you of his/her intention to be evaluated, organize the CEC and send names of members to the Dean of the Faculty
- ☐ Work with candidate to set dates of visits to class(es)
- ☐ Review faculty evaluations through FoxLink
- ☐ Request peer external review letters (optional)
- ☐ Secure a date for the CEC evaluation meeting
- ☐ Write the CEC evaluation letter
- ☐ Include a statement evaluating the candidate's performance, or lack of, in the areas of teaching, scholarship, and service
- ☐ Send CEC evaluation letter to Candidate, Chair of FEC, and the Dean of the Faculty

Rollins
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