



Portfolio Guidelines from the Faculty Evaluation Committee

- **Informational Documents**
 - **Information from the Faculty Evaluation Committee** (link to CLA by-laws on T&P)
 - **Brief Guidelines for Candidate Evaluation Committee Chairs** (this sheet details for the candidate the responsibilities and processes of the CEC and its chair)
 - **Departmental Tenure and Promotion Criteria**
 - **Tenure and Promotion Eligibility Worksheet** (identifies contract year and review years)
- **CV** (preferably highlighting material relevant to the period of review; please proofread)
- **Professional Assessment Statement** (Candidates provide a philosophical statement demonstrating how one's professional life in teaching, scholarship and service form a coherent whole that supports the missions of the department and Rollins College. The statement is a narrative of your career, not merely a repetition of publications from the vitae or quotes from the CIEs. Candidates should note that while teaching workshops provide evidence of effort, these seminars alone do not make a case for teaching excellence. A candidate should proofread the statement and work within the 3000-word limit.)
- **Sample Syllabi** (4-5 recent syllabi samples which, if relevant, include lower and upper level major courses as well as samples from offerings from programs such as rFLA, RCC, Honors, CE)
- **Course Materials** (for example include, as relevant, 2-3 quizzes/exams, 2-3 assignment descriptions and rubrics, 2-3 samples of assessed student work)
- **Peer Reviewed and Refereed Scholarship Activities** (Only upload under this tab publications or artifacts which satisfy the numerical scholarship requirement of the review period. These submissions must be consistent with departmental scholarship criteria and could, depending upon the department, include publications, performances (drama, literary readings), exhibitions (art), musical performances and/or recordings, patents published or exhibited, published data-sets and codebooks, and awarded NSF grants. These artifacts represent completed, peer reviewed or refereed scholarship that counts toward the minimum quantitative benchmark for the current review.)
- **Other Scholarly Activity** (Only upload under this tab scholarship which is applicable to the review period. The term *other scholarship* refers to scholarly activities which the departmental criteria do not count toward the minimum quantitative benchmark but help demonstrate and establish a pattern of activity. Post here scholarship out for review, conference presentations, newspaper op-eds, and/or NSF grants under consideration).
- **Past Evaluation Letters**
 - **Past CEC Letters**
 - **Past Dean Review Letters**
 - **Past FEC Letters**
- **External Reviews** (Some departments require external reviews and letters. Post here required reviews. If desired, also post published book reviews, reviews from art, theatre and music critics, and optional letters from scholars and researchers at other institutions.)
- **Other Materials** (Please be selective. Other materials might include letters or awards which document excellent service on a governance committee, in the Central Florida community, or to a national professional association.)