

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

- Digital (CD or USB drive) Portfolio turned in to CEC Chair
- Invite and arrange a time for each member of your CEC 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

- Organize the CEC and send names of members to the Dean of the Faculty
- Work with candidate to set up dates of visits to the their 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 of candidate's success, or lack of, in the areas of teaching, scholarship, and service
- Send CEC evaluation letter to Candidate and Dean of the Faculty

