# Professional Portfolio Preparation

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# Purpose

- Facilitate continued professional development

- Provide an evaluation tool for rank or level advancement and periodic evaluation

# Time Frame and Frequency

- **Typically due the last Monday of September in the year prior to anticipated advancement in rank or level**

- **If a professor is at the highest academic rank and level, professional portfolios are submitted for review on a five-year cycle**

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# Content

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# Vitae

- **Directory information**
- **Degrees earned**
- **Awards and recognitions**
- **Teaching and/or administrative experience**
- **Campus committee memberships (SAU)**
- **Research, publications, presentations, etc.**
- **Service activities (community, church, etc.)**

# Teaching Philosophy Essay

- **Why you do what you do**

  - **Purpose of teaching in Christian IHE**

  - **Students and student needs**

  - **Beliefs and assumptions about student learning**

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# Teaching Philosophy Essay

- For those teaching religion courses, also include in the essay personal alignment with the:

  - Fundamental Beliefs of the Seventh-day Adventist Church

  - Code of Pastoral Ethics

  - Code of Ethics for Seventh-day Adventist Educators

  - Academic and Theological Freedom and Accountability Statement

  - Methods of Bible Study document

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# Self-Assessment

- **Teaching effectiveness**
  - **Student performance**
  - **Student perceptions**
  - **Peer evaluations**
  - **Dean's/Chair's evaluation**
  - **Application of philosophy of education**
  - **Optional teaching video**
- **Contributions to students, dept., univ., & community**
- **Scholarship and professional contributions**
- **Response to recommendations in prior FPC letter**

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# Self-Assessment

- **Teaching effectiveness for those teaching religion courses should also include an evaluation of alignment with the:**

  - **Fundamental Beliefs of the Seventh-day Adventist Church**

  - **Code of Pastoral Ethics**

  - **Code of Ethics for Seventh-day Adventist Educators**

  - **Academic and Theological Freedom and Accountability statement**

  - **Methods of Bible Study document**

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# Professional Development Goals

- **Immediate**

- **Five-year**

- **Long-term**



smart-goals.jpeg (1920×1000) (pressablecdn.com)

# Dean's/Chair's Evaluation

- **FPC-1 Form**

- **Letter of evaluation and recommendation**

# FPC 1:  Chair's or Dean's Evaluation of the Professor  (rev Fall 2015)

Name of Faculty Member: _____

Present Academic Rank: _____ Step: ____

School/Department: _____

Dean/Chair: _____

## A. Teaching & Advising Effectiveness – Planning & Preparation

4 = Exemplary     3 = Expected     2 = Improvement Plan Needed
1 = Unacceptable     NA = Unable to observe

| Chair's/Dean's Evaluation | Observable Indicator |
|---|---|
| 4  3  2  1  NA | Prepared and organized instruction |
| 4  3  2  1  NA | Appropriate and creative use of a variety of pedagogical strate(...) (e.g. lecture, discussion, case study, group work, simulation, writing, group e(...) solving, use of models, use of illustrations/stories, "clicker" response, class o(...) |

# Student Course Evaluation Results

- Course evaluation summary, Form FPC-2

- Course evaluations for all courses, with students' comments, for 2 previous semesters

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Professor

| | F19 | S19 | W19 | F18 | S18 | W18 | F17 | S17 | W17 | F16 | S16 | W16 | F15 | S15 | W15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| NOND-085-A | - | - | - | - | - | - | - | - | - | - | - | - | 5.00 (13) | - | - |
| NOND-086-A | 4.86 (14) | - | - | 4.93 (14) | - | - | 5.00 (9) | - | - | 5.00 (7) | - | - | - | - | - |
| NOND-117-A | - | - | - | - | - | - | - | - | - | - | - | 4.97 (29) | - | - | 4.93 (40) |
| NOND-117-B | - | - | - | - | - | - | - | - | - | - | - | 4.72 (32) | 4.87 (30) | - | - |
| NOND-124-A | - | - | - | - | - | 4.73 (37) | - | - | - | - | - | 4.61 (31) | - | - | 4.67 (30) |
| NOND-125-A | - | - | - | - | - | - | - | - | - | 4.75 (8) | - | - | - | - | 4.80 (15) |
| NOND-195-A | 4.72 (18) | - | - | 4.75 (36) | - | - | 4.85 (26) | - | - | 4.69 (32) | - | - | 4.69 (48) | - | 4.89 (35) |
| NOND-225-A | - | - | - | - | 4.94 (34) | 4.86 (44) | - | - | 4.80 (41) | - | 4.78 (23) | 4.88 (43) | - | - | - |
| NOND-255-A | - | - | - | - | - | - | - | - | 4.80 (40) | - | - | - | 4.79 (33) | - | - |
| NOND-275-A | - | - | 4.92 (49) | - | - | - | 4.90 (52) | - | - | - | - | - | - | - | - |
| NOND-275-B | - | - | 4.85 (47) | - | - | 4.88 (51) | - | - | 4.69 (39) | 4.74 (42) | - | - | - | - | - |
| NOND-315-A | - | - | - | - | - | - | 4.88 (48) | - | 4.80 (40) | - | - | - | - | - | - |
| NOND-315-B | - | - | - | - | - | 4.93 (40) | - | - | - | - | - | - | - | - | - |

# Peer Evaluations (3)

- Peer evaluation on FPC-3 form from ONE faculty member within the school or department

- Peer evaluations on FPC-3 forms from TWO faculty members outside the school/department

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# FPC-3a:   Peer Evaluation Form

Professor_____

Peer Evaluator_____

The evaluator should base his or her comments on first-hand observations of the professor's teaching. At least one full class session should be observed. Observation of two sessions will provide even a better snapshot of the professor's teaching. A peer conference is strongly encouraged following the last classroom visit in order to clarify observations and to engage in collegial discussion regarding the application of effective teaching practices.

Course Number/Title_____

| Evaluation Dates | Time of Day | Students Present |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**4 = Exceptional     3 = Expected     2 = Improvement Plan Needed     1= Unac**

1. Organization of presentation:
   Comments:

# Promotions Committee Letter

- **If a prior portfolio was submitted for review, a copy of the letter from the most recent review by the Faculty Promotions Committee should be submitted with your portfolio.**

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# Instructions for Portfolio

http://www.southern.edu/administration/academic-administration/

- **Faculty Information**
  - **Forms for Faculty**
    - **Forms Relating to Professional Development**
      - **Professional Portfolio Instructions**
      - **Professional Portfolio Evaluation Form**

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# Other Forms

- **FPC-1 – Chair's/Dean's Evaluation Form**

- **FPC-2a – Course Evaluation Item #2**

   **(The instructor is effective in teaching the subject matter.)**

- **FPC-2b – Course Evaluation Item #6**

   **(The instructor stimulates intellectual curiosity.)**

- **FPC-2c – Course Evaluation Composite Score**

- **FPC-3 – Peer Evaluation Form**

   **(1 peer evaluator from the department, 2 peer evaluators from other departments)**

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# Suggestions for Success

- Make sure all required components are included.

- Submit the components in order, numbering the pages and providing a table of contents.

- Make it look professional, and edit carefully for mechanical and grammatical errors.

- Be especially attentive to responding to feedback from students, peers, and the dean or chair, as well as suggestions from a prior review.

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# Questions?