2023-2024
INSTRUCTIONS FOR PORTFOLIO:
Cumulative Outline, Narrative Summaries, and Documentation

I.   Portfolio

The evaluation portfolio submitted by the faculty member must be submitted via the WIU Electronic Portfolio Submission System (EPSS). For questions regarding the EPSS, contact Amelia Hodges or Russ Morgan in the Provost's Office (298-1066). The file folders should include the following materials:

*File #1   Application Folder should include:

1.   A completed transmittal sheet.

2.   A Cumulative Outline of Professional Activities with the activities listed in reverse chronological order (include name, department/school, and date in heading). For retention Cumulative Outline, put activities from the most recent evaluation period in bold.

3.   For **tenure-track** faculty, copies of evaluations by the DPC/SPC, Department Chair/School Director, CPC and UPC (if appropriate), Dean, and President for all previous evaluation periods (each year evaluated). These evaluations are required only for those applying for retention, tenure, promotion to Associate Professor and promotion to full Professor.

4.   A table of contents for the remaining 3 or 4 folders (include name, department, and date in heading).

5.   A copy of the narratives that are included in Files 2, 3, 4, and 5 (do **NOT** include documentation in the application folder).

*File #2   Teaching/Primary Duties: a copy of the "teaching/primary duties" portion of the Cumulative Outline; copy of departmental/school student course evaluation form and explanatory information about the scale used and interpretation of ratings results; and a narrative summary with appropriate documentation for activities;

*File #3   Scholarly/Professional Activities: a copy of the "scholarly/professional activities" portion of the Cumulative Outline, and a narrative summary with appropriate documentation for activities;

*File #4   Service Activities: a copy of the "service activities" portion of the Cumulative Outline, and a narrative summary with appropriate documentation for activities.

*File #5   (Optional) Other Awards and Activities: a copy of the "other awards and activities" portion of the cumulative outline, and a narrative summary with appropriate documentation for activities/items.

II. **Instructions for the Preparation of Materials for Evaluation Portfolios**

- **Faculty Applying for Both Tenure and Promotion to Associate Professor:** Only one portfolio must be submitted for both personnel actions. Only one Transmittal Sheet and one Summary Evaluation Form (from each evaluator) must be completed.

A. <u>Tenure</u> – The evaluation period for tenure will include the total number of years employed as a probationary faculty member at the University, up to and including the date of submission of the tenure portfolio. Applicants for tenure who counted prior years of teaching toward their years of service may include scholarly/professional activities from those years [Article 20.10.g.(1)]. That same scholarly/professional activity record shall be included in retention and promotion folders.

B. <u>Promotion</u> – The evaluation period for promotion (to both Associate Professor and Full Professor) will include the employee's entire record since the initial hiring date up to and including the date of submission of the promotion portfolio.

C. Narratives and documentation in each evaluation area should reference specific Department/School Criteria.

III. **Cumulative Outline** (suggested format – with name, department, and date in heading)

A. Teaching/Primary Duties **(in reverse chronological order)**

1. List courses taught, including the following information: Term (e.g., Fall, 2021), Course Number & Title, credit hours,* and any special characteristics (e.g., required course, new course, techniques course, mass lecture course, honors course, distance learning course, etc.) Courses taught outside the department/school should be noted with an asterisk and accompanied by a **very brief** note of explanation at the bottom of the list.

    *if variable, indicate the range (e.g., 1-3 or 3-6)

    Faculty with non-teaching responsibilities (in Library, Counseling Center, IIRA, etc.) should include an annual work plan and/or a list of <u>primary duties</u> performed in lieu of the above information.

2. List other duties for which ACEs were assigned. Give academic term(s) and a brief description (e.g., Editor, Director, Advisor, Graduate Coordinator/Director, etc.)

3. List other significant activities that indicate commitment to teaching/ primary duties, such as: creating a new course, teaching a new preparation, substantially revising and updating course content or methods of instruction, organizing and participating full-time in a team-taught or cluster course, directing a thesis, conducting an independent study, serving on a thesis committee, etc. Details may be provided in the teaching narrative.

B.   Scholarly/Professional Activities **(in reverse chronological order)**

    1.   List scholarly activities such as publications, presentations, grants, etc. (Check your Department/School Criteria for definitive list). Include all bibliographic data and note if an article is in a refereed journal — or any other information that indicates quality of the activity.

    2.   List creative activities, giving dates and location of such things as performances, exhibits, etc. (Check your Department/School Criteria for definitive list). Note whether juried or by invitation or other information that indicates quality of the activity.

C.   Service Activities **(in reverse chronological order)**

    1.   List committees and service contributions at the following levels: departmental/school, college, university, professional organizations, and community, regional and state, national, international.

    2.   List only those service activities related to your professional assignment and give dates of service.

D.   Other Awards and Activities (Optional)

    Include any information not given in other sections which is relevant to the personnel decision under consideration.

IV.   Narrative and Documentation

The narrative summaries expand on the cumulative outline provided in File 1 (and the specific portion of that outline copied in each of the major folders) by explaining in **brief**, **clear**, and **explicit** terms how and to what extent the activities described meet the performance standards set forth in the Department/School Criteria (DC/SC). These summaries provide candidates with an opportunity to make their case and to guide readers in their qualitative evaluation of the files. The documentation that follows each narrative essay should consist of materials that illustrate the points and support the case presented in the narrative. Normally, narrative summaries should not exceed two pages. (Please include a copy of these narratives in File 1.)

Throughout your narrative summaries, refer to specific requirements set forth in your Department/School Criteria and show how you have met them.

Note: Because electronic documents within folders can easily be confused as evaluators review them, it is important to have page numbers included in your documents and to provide accurate and descriptive document titles. Where appropriate, the narrative summaries should contain specific references to the documentation such as "(see page A-1)" or "(see Item 1)."