# Faculty Portfolio Checklist

## General & Historical Documentation
- Faculty portfolio checklist
- Faculty letter to chair of School Committee
- Human Resources form
- Recent curriculum vitae
- Role statement(s) for each year if created
- Dean’s report
- Letters/reports from previous reviews from committees and VP
- Letters/reports throughout current review to be added as review progresses through the process

## Evaluations
- Student evaluations: All evaluations for all classes in Fall / Spring
- Peer evaluations: 2 per year first two years 1 per year thereafter
- Supervisor evaluations: 2 per year first two years 1 per year thereafter
- Self-evaluation: 1 per year

## Evidence to Support Teaching Criterion (as appropriate to role statement)
- Sample syllabi
- Examples of pedagogical techniques
- Sample assignments, quizzes, exams, etc.
- Examples of student work
- Evidence of assessment activities

## Evidence to Support Service Criterion
- Documentation of service to the institution
- Evidence of relevant service to profession, community, or outside organizations

## Other
- Documentation of professional development: Incl. post-award reports
- Evidence of creative / scholarly activity: As desired or per role statement
| ☐ | General letters of support or recommendation | As desired |
| ☐ | Formal personnel letters | As applicable |
| ☐ | Professional Development Plan | If one was implemented |

Policy Owner: Vice President of Academic Affairs and Provost
Policy Steward: Faculty Senate

History:
Approved 0/0/00
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