Policy 641 – Addendum 5

**Faculty Portfolio Checklist**

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| **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 |