

## **GUIDELINES FOR CONTENTS OF PROFESSIONAL PORTFOLIOS AT YORK COLLEGE**

The professional portfolio is designed to allow a candidate to more fully describe their professional activities to the College P & B which is considering his/her application. It should include the following elements:

1. Framing Statement
2. Reflective Statement
3. Memorandum of Evaluation (MoE)
4. Classroom Observations & Conferences
5. Student Evaluation of Teaching Effectiveness
6. Samples and Commentaries
7. Revised/Enhanced Curriculum Vitae
8. Publications or Other Scholarly Works
9. External Peer Evaluation of Scholarship (for candidates applying for tenure and/or promotion)

**The candidate must consider the following guidelines in preparing the professional portfolio:**

### **1. FRAMING STATEMENT (1 Page)**

The Framing Statement explains the faculty's goals in the context of the mission of the department, college, community (function and role). The Department's acceptance of these goals must be included.

### **2. REFLECTIVE STATEMENT (2 Pages)**

This is an intrinsically philosophical and more personal statement designed to pull together the disparate pieces of the faculty's background. It is intended to answer the why of goals in terms of professional values and philosophy. This statement gives the candidate an opportunity to present a fuller picture of her-/himself to those evaluating the portfolio.

### **3. MEMORANDUM OF EVALUATION (MoE)**

The Memorandum of Evaluation will be uploaded by the department chair.

### **4. CLASSROOM OBSERVATIONS & CONFERENCES**

Classroom observations by faculty peers and notes from follow-up conference for the last available two semesters should be included in the portfolio.

### **5. STUDENT EVALUATION OF TEACHING EFFECTIVENESS**

Student evaluation summaries for the last available two semesters need to be included. They will be uploaded by the department chair.

### **6. SAMPLES AND COMMENTARY**

The selection of two samples and commentaries will be used to illustrate two areas of expertise, i.e., advisement (case study), syllabi (samples illustrating changes in teaching areas, preparation of diverse number of courses etc.) for reappointments. For the tenure decision a third sample and commentary should be provided. They must in some way elaborate on any of the 9 points of the University faculty contract:

- a) Classroom instruction and related activities;
- b) Administrative assignments;

- c) Research;
- d) Scholarly writing;
- e) Departmental, college and university assignments;
- f) Student guidance;
- g) Course and curricula development;
- h) Creative works in individual's discipline;
- i) Public and professional activities in field of specialty.

## **7. REVISED/ENHANCED CURRICULUM VITAE**

This is in addition to the online CV and is designed for faculty to enhance the presentation of their areas of expertise. Faculty can create an enhanced CV by logging into the College website and proceeding to their faculty webpage where they can add comments to specific items in their online CV, which they would like to highlight.

## **8. PUBLICATIONS AND OTHER SCHOLARLY WORKS**

Copies of publications and other scholarly works should be uploaded to the P&B online page in a commonly available electronic file format (e.g., MS Word, Adobe PDF, JPEG). Bulky materials, materials that cannot be made available in common electronic file formats, or that would go beyond the available space in the online submission, and which are submitted as part of a Portfolio may be deposited in the Office of Academic Affairs (2H07).

## **9. EXTERNAL PEER EVALUATION OF SCHOLARSHIP (for candidates applying for tenure and/or promotion)**

There shall be three external peer evaluators, to be selected by the Department Chair in consultation with an Academic Dean and with the input of the faculty candidate, each of whom will be sent the CV and a sample of the scholarship/creative work of the candidate by the Department Chair. In a case where the candidate is a Department Chair the consultation will be held with the academic Dean and the Provost, and the evaluation invitation will be issued by an Academic Dean. All three external evaluations will be submitted by the Department Chair and become part of the candidate's online Portfolio.

## **PREPARATION AND PRESENTATION OF PORTFOLIO**

Unless stated otherwise, the individual faculty member is responsible for the contents and uploading of his/her portfolio. The following restrictions must be adhered to:

- The portfolio and other pertinent application materials are to be submitted online. P&B members at the department and the college-wide level will gain access to these materials prior to their respective meetings.
- The portfolio should primarily reflect the faculty member's more current and relevant work, and avoid a proliferation of samples and evidence which are rendered meaningless by their bulk.
- In general, information about hobbies or pastimes which do not directly bear upon one's professional duties must be excluded.

## York College Portfolio Checklist

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Department & Discipline** \_\_\_\_\_

**School** \_\_\_\_\_

**Date of Hire** \_\_\_\_\_ **Current Rank** \_\_\_\_\_

**Personnel Action:** Reappointment \_\_\_\_\_  
3<sup>rd</sup> or 5<sup>th</sup> Tenure \_\_\_\_\_ Promotion to \_\_\_\_\_

**Check appropriate tenure track:**    ☐ 5-year                      ☐ 7-year

- |   |                 |  |
|---|-----------------|--|
| 1. Framing Statement (one page)                               | #               |  |
| 2. Reflective Statement (no more than two pages)              | #               |  |
| 3. Memorandum of Evaluation (MoE)                             | #               |  |
| 4. Classroom Observations & Conferences (2 semesters)         | #               |  |
| 5. Student Evaluation of Teaching Effectiveness (2 semesters) | #               |  |
| 6. Work Samples & Commentary                                  | #1              |  |
|   | #2              |  |
|   | #3 (for tenure) |  |
| 7. Revised/Enhanced Curriculum Vitae                          | #               |  |
| 8. Samples of Publications and Creative Works                 | #               |  |
| 9. Tenure & Promotion: Outside evidence                       | #1              |  |
|   | #2              |  |
|   | #3              |  |

**Office of Academic Affairs  
York College  
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