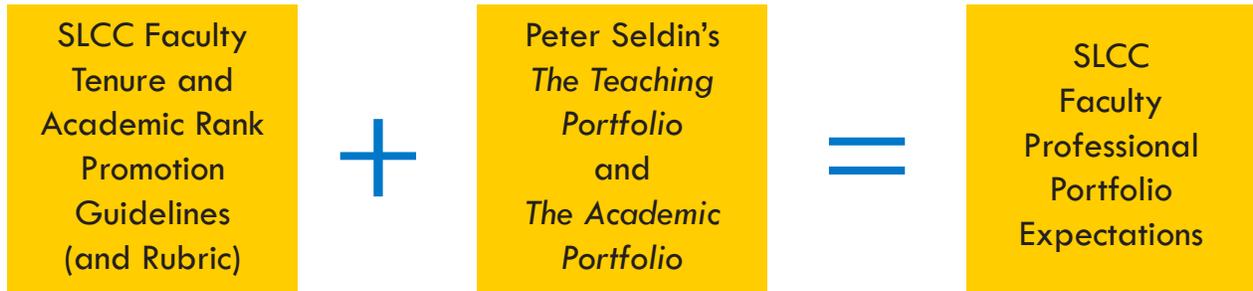


SLCC Faculty Professional Portfolio Expectations

To prepare training and support for SLCC faculty to create their Professional Portfolios, three main resources were utilized: the SLCC Faculty Tenure and Academic Rank Promotion Guidelines (and Rubric); Peter Seldin's *The Teaching Portfolio*; and Peter Seldin and Elizabeth Miller's *The Academic Portfolio*.



The guidelines below are presented in more detail in the “Creating Your Professional Portfolio” series of webcasts at www.slcc.edu/wac.

A Professional Portfolio is NOT:

- A list of teaching, professional activity, and service work.
- An objective account of all work achievements and accomplishments.
- A comprehensive description of one's entire career that spans dozens and dozens of pages.
- A chronological collection of documents, artifacts, and objects.

A Professional Portfolio IS:

- A selective and reflective narrative of accomplishments in teaching, professional activity, and service.
- A persuasive document that puts forth representative achievements and experiences.
- A relatively brief document (10-18 pages) focusing attention on specific areas of one's work within a certain time frame.*
- A values-based integration of self-assessment commentary supported by evidence.

*See back for recommendations.

“The portfolio takes a broader view of teaching, research, and service than the traditional curriculum vitae compiled by faculty to document their achievements because it integrates the values of the faculty member with those of the discipline, the department, and the institution. This is accomplished by work samples and reflective commentary that speak to such an integration of values. Thus, the portfolio transforms the traditional dossier to reflect the work of each individual faculty member and the unique contribution that he or she has made in relevant areas of teaching, research, and service.”--Seldin and Miller's *The Academic Portfolio*

How Long Should a Professional Portfolio Be?

A professional teaching or academic portfolio is not supposed to be a comprehensive account of one's entire career that spans dozens and dozens of pages. Instead, it is a relatively brief document that presents a reflective and holistic picture of specific areas of one's work over a certain time frame.

For "Creating Your Professional Portfolio" (www.slcc.edu/wac), Seldin and Miller's recommendations for the academic portfolio were integrated with the SLCC Faculty Tenure and Academic Rank Promotion Guidelines (and Rubric). Seldin and Miller's recommendations were primarily for university faculty, particularly those at research institutions. SLCC is a comprehensive community college which prioritizes teaching, professional activity, and service. The recommendations for the lengths of the different sections, therefore, were adjusted to those priorities. This chart compares the Seldin/Miller recommendations with the recommendations for SLCC faculty.

**"The typical academic portfolio has a narrative of approximately 14 to 19 double-spaced pages, followed by a series of tabled appendices that provide documentation for the claims made in the narrative. Information in both the narrative and the appendices should be carefully selected."
--Seldin and Miller**

Seldin/Miller Recommendations		SLCC Portfolio Recommendations	
Table of Contents	1/2 pg.	Table of Contents	1/2 pg.
Preface	1/2 - 1 pg.	Statement of Goals/Intentions	1/2 - 1 pg.
Teaching	5 - 6 pgs.	Teaching	4 - 7 pgs.
Research	5 - 6 pgs.	Professional Activity	2 - 4 pgs.
Service	2 - 3 pgs.	Service	2 - 4 pgs.
Integration of Work/Goals	1 - 2 pgs.	Evidence of Successful Performance	1 pg.
Total	14 - 19 pgs.	Total	10 - 18 pgs.

A Possible SLCC Professional Portfolio Structure

1. Cover Page (or landing page on website)
2. Table of Contents (or Navigation Links on website)
3. Introductory Statement of Goals/Intentions
4. A Narrative on Teaching that describes and reflects upon:
 - a. Teaching Responsibilities, Philosophy, Objectives, Methodologies
 - b. Instructional Delivery
 - c. Instructional Design and Assessment
 - d. Field/Discipline Knowledge Applied to Teaching
 - e. Course Management
 - f. Appendices (evidence)
5. A Narrative on Professional Development that describes and reflects upon:
 - a. Maintaining or Developing One's Field Knowledge, Credentials
 - b. Memberships and Participation in Professional Organizations
 - c. Appendices (evidence)
6. A Narrative on Service that describes and reflects upon:
 - a. College Service
 - b. Community Service
 - c. Appendices (evidence)
7. Evidence of Successful Performance (Letters of Progress, Form IV Scores, or equivalent)
8. Curriculum Vitae (Optional)