

PROFESSIONAL PORTFOLIO EVALUATION
College of Arts & Sciences
Non-Tenure-Track Faculty

Approved: April 2004

Introduction

The Professional Portfolio Evaluation (PPE) is the primary mechanism for the annual evaluation of faculty members. All non-tenure-track faculty must submit a PPE each year for the purposes of evaluating job performance and determining merit pay increases.

The Professional Portfolio Evaluation system includes the following categories, which carry the following weights in the overall evaluation of faculty:

Phase I:	Teaching	70%
Phase II:	University and Community Service	15%
Phase III:	Evaluation by Department Chair	15%

Description of the Professional Portfolio Evaluation System

PHASE I: *TEACHING*

Total Weight = 70%

The evaluation of faculty teaching efforts should include both student perceptions of faculty performance and a narrative describing the faculty member's efforts to achieve or maintain teaching excellence. The narrative must be accompanied by supporting documentation.

A. Required Evaluation Items

- ★ Student Perceptions of Faculty Performance (twice yearly)

B. Narrative Self-Evaluation

The narrative of teaching-related activities should be a self-evaluative description of activities undertaken to improve the quality of one's own teaching, but it should also include a description of any activities that support quality teaching at the university – activities such as mentoring junior faculty, conducting teaching workshops, attending conferences and meetings that focus on pedagogical issues, and advising students.

The list below is suggestive of the kinds of documentary evidence that should accompany the narrative self-evaluation. Faculty should include only those items that are directly relevant to the narrative:

- * Students' scores on tests showing evidence of learning, possibly pre- and post-test results.
- * Students' work showing evidence of learning which would include, but are not limited to, such items as workbooks, class logs, portfolios, essays, creative works, and projects.
- * Independent Study courses
- * Documentary evidence of assistance to students outside of class with course-related problems, advisement, securing employment, letters of recommendation, workshops and tutorial sessions.
- * Special course materials prepared by the professor for students, such as workbooks, manuals, specialized instructional packets, collections of readings.
- * Copies of corrected students work showing identification of errors or weaknesses, suggestions for improvement, encouragement and positive feedback.
- * Peer review of teaching that reflects overall teaching effectiveness.
- * Documentary evidence of improvements in course development.
- * Videotapes of teaching that reflect overall teaching effectiveness.
- * Documentary evidence of special preparations or modifications made to accommodate students with special needs.
- * Web site development.
- * Supervision of undergraduate research.

Should the faculty member provide evidence of teaching effectiveness not listed, the Department Chair and the Dean will determine whether or not credit should be awarded.

PHASE II: *UNIVERSITY & COMMUNITY SERVICE*

Total Weight = 15%

A. Service on Departmental, College, and University Committees

- * Membership on a standing committee.
- * Membership on a specially appointed committee.
- * Development of degree programs and new courses.
- * Recruitment and/or open house participation.

B. Community Service

- * Non- mandatory student internship or other project benefiting a community organization.
- * Service on a community committee.
- * Service on the board of a community committee.
- * Service provided without compensation to the community.
- * Membership in a community organization.
- * Participation in the events of community organizations.

C. Student Service

- * Sponsorship of a club.

- * Supervision of a field trip.

D. Professional Service

- * Consulting services/ workshops in area of expertise, to include artwork, performances and accompaniment.
- * Speaking engagements.

PHASE III: *EVALUATION BY THE DEPARTMENT CHAIR*

Total Weight = 15%

The faculty member will submit a written self-evaluation (PPE) summarizing his/ her professional performance for the year in Phases I and II. The Department Chair will review the PPE and will present his/ her written evaluation to the faculty member and the Dean.