

The Faculty Portfolio – Sample Faculty Professional Portfolio

I. Table of Contents

Include a detailed list of the contents of your portfolio so that reviewers can identify and locate support materials.

II. *Personal Statement (2-5 pages typed, single-spaced)

Statement of philosophy about the role of a full-time faculty member in a higher education institution. Statement must unify the different sections of the portfolio by addressing beliefs about teaching, scholarship and service. The reflective statement should be updated with each submission of the portfolio. Prior years' statements may be removed or retained at the discretion of the portfolio owner.

 **Personal Reflective Statement and overview of the portfolio (2-5 pages)**

III. CUNY curriculum vitae.

Downloadable from the OAA public folder on your Outlook. This template form can be tailored if needed for your discipline. Your CV should reflect your cumulative work as teacher, scholar, and member of this community—your presentations, publications, service to the college, grants, etc. A reviewer should be able to get a full picture of your contributions and work here at Hostos from looking at your CV, then be able to go into the portfolio to look for specific evidence of your work, service, publications and presentations. [see appendix E]

IV. Annual Evaluations by the Chair for every year of the full-time appointment.

V. Teaching

 **Entry 1:** Teaching statement (one page – at most, two pages)

 **Entry 2:** Memo describing specific example/s of teaching strategies and strengths (no more than 2 pages)

 **Entry 3:** Discussion of student evaluations and peer observations (generally no more than one page)

 **Entry 4:** Future Plans / Goals for Teaching (up to one page)

A. A list of teaching responsibilities (all courses taught, organized by semester)

B. Classroom observations including the post-observation conference memorandum (all courses taught, organized by semester)

C. Student teaching evaluations

1. One paragraph addressing the sum of student evaluations of your teaching.

2. Summary reports of student teaching evaluations for each course by semester.

D. Syllabi for each different course for each semester

1. **If applicable, highlight any integration of instructional and curricular initiatives (eg. CPE, WI, online teaching)

VI. Professional Progress

-  **Entry 1:** Professional / Scholarly Progress Statement (no more than two pages)
-  **Entry 2:** Future Plans/Goals for Professional / Scholarly Progress (up to one page)

- A. ****List scholarship activities (include a brief overview of professional growth and achievements):**
 - 1. conference presentations
 - 2. panel presentations
- B. List of publications (in press or published only, indicate refereed publications)
- C. List of awarded grants
- D. Professional reputation and recognition. (All activities must be documented.) For example:
 - 1. Membership in professional associations within field of expertise
 - 2. Service on accreditation teams
 - 3. Consultantships
 - 4. Awards, etc.

VII. Service: All service activities must be documented.

-  **Entry 1:** Service Statement (often less than one, no more than two pages)...
-  **Entry 2:** Future Plans / Goals for Service (up to one page)
- 1. Active participation in departmental programs, committees, and/or initiatives.
- 2. Active participation in college-wide programs, committees, and/or initiatives.
- 3. Active participation in CUNY-wide programs, committees, and/or initiatives
- ** Appropriate activities include: academic advisement, student mentoring, curriculum development, department/unit leadership.

VIII. Letters of Reference: **ONLY** for Tenure/Promotion Binders

-  **Entry:** Three (3) letters of reference are required from people (outside of Hostos) who can speak to your professional reputation are required to be considered for tenure/promotion.