



Portfolio Process *Guidelines*

Portfolios reflect faculty members' activities for the previous academic year(s) and are due to the respective Department Chair or designee by the first Friday in November. Faculty teaching in multiple disciplines must submit the appropriate portfolio to each Department Chair.

A department may recommend additional portfolio requirements for its discipline(s) beyond the baseline contents described below; however, the appropriate Dean and Associate Vice President must review and approve such proposed additions, and the Department Chair will notify faculty of any approved additions.¹

Because ACC uses a three-year cycle for portfolio evaluations, Deans will notify faculty concerning their placement in that cycle

1. First Year Portfolio (for 1st year ACC faculty)
 - Syllabus for each course (not section) taught (maximum of 4 courses)
 - Samples of major assignments, tests, and projects
2. Second Year Portfolio (for 2nd year ACC faculty)
 - Same contents as the First Year Portfolio (see above) *for the two preceding academic years*
AND
 - Statement of Teaching Philosophy
3. Third Year Portfolio (for 3rd year ACC faculty)
 - Same contents as Second Year Portfolio (see above) for the three preceding academic years.
AND
 - Course Commentary
 - Faculty Development Plan

Note: Faculty with more than three years of service and not scheduled for the Third Year Portfolio *are exempt from the portfolio process, unless* otherwise directed by their department.

The contents of the portfolio for faculty who have taught sporadically are left to the discretion of departmental policy.

¹Your course evaluations (available for the year in case) may be used in conjunction with your portfolio to evaluate your performance. The Faculty and Staff Evaluation Office provides copies of course evaluation reports to faculty and to the Department Chairs.

Example: Academic year 2009 (i.e. Fall 2008, Spring & Summer 2009):

Table 1: Current Faculty Members with 1 to 3 years of service at ACC	
Portfolio (due first Friday of November) ²	Covers Courses Taught <i>Fall to Summer*</i>
First Year* (taught between Fall 2008 and Summer 2009)	2008 to 2009*
Second Year* (taught between Fall 2007 and Summer 2009)	Fall 2006 through Fall 2007*
Third Year* (taught between Fall 2006 and Summer 2009)	Fall 2005 through Fall 2007*
*information available up to the portfolio due date	

Table 2: Current Faculty Members with more than 3 years at ACC	
Portfolio (due first Friday of November) <i>e.g., portfolio due in the specified year</i>	Information Covers Courses Taught <i>Fall to Summer</i>
2009	2006 to 2009
2010	2007 to 2010
2011	2008 to 2011

Portfolio Components:

Syllabus: Instructor/Class syllabus for each course (not section) taught during the previous year(s) [**maximum of four courses**].

Samples of Major Assignments, Tests, and Projects: Materials related to major assignments or projects; samples of tests or quizzes. Ideally, these samples should complement and reflect the objectives in your syllabus.

Statement of Teaching Philosophy: Statement of your values as a teacher and your approach to the learning process. The statement of teaching philosophy allows you to reflect upon what you do and why; it should also allow evaluators to determine if your approach is congruent with that of the discipline, the department, and the College.

Course Commentary: Statement of your goals, objectives, and methods in a particular course. Similar to the statement of teaching philosophy, the course commentary allows you to reflect upon what you do and its effectiveness in a specific course.

Faculty Development Plan: Faculty development activities planned for the next one-year or three-year portfolio cycle. The plan might include activities designed to improve the instructor's subject matter knowledge, to correct any deficiencies, or to address pedagogical concerns identified through the faculty evaluation process.

² Department discretion is exercised on the content of portfolios for faculty beginning in the Fall semester of the year in case; e.g., if faculty member started teaching in the Fall 2009 consult your Department Chair as to the contents of the November 2009 portfolio deadline.