



**Portfolio Process
Academic Year 2007/2008**

Portfolios reflect faculty members' activities for the previous academic year(s) and are due to the respective Department Chair or designee by November 2, 2007. 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.

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
 - 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
 - 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.

Table 1 Faculty Members with 1 to 3 years of service at ACC			
Portfolio	Covers Courses Taught		
First Year	Fall 2007	only	****
Second Year	Fall 2006	through	Fall 2007*
Third Year	Fall 2005	through	Fall 2007*
*information available up to the portfolio due date			

Table 2 Faculty Members with more than 3 years of service at ACC Portfolio due in the specified year			
Portfolio Due	Information Covers Courses Taught		
<u>November 2</u>	<u>Fall</u>	<u>to</u>	<u>Summer</u>
2007	2004	to	2007
2008	2005	to	2008
2009	2006	to	2009

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.