

**Portfolio Process  
Academic Year 2005/2006**



Portfolios reflect faculty members' activities for the previous academic year(s) and are due to the respective Department Chair or designee by November 1, 2005. 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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.**

<b>Table 1 Faculty Members with 1 to 3 years of service at ACC</b>			
<b>Portfolio</b>	<b>Covers Courses Taught</b>		
First Year	Fall 2005	only	****
Second Year	Fall 2004	through	Fall 2005*
Third Year	Fall 2003	through	Fall 2005*
*information available up to the portfolio due date			

<b>Table 2</b> <b>Faculty Members with more than 3 years of service at ACC</b> Portfolio due in the specified year			
<b>Portfolio Due</b>	<b>Information Covers Courses Taught</b>		
<u>November 1</u>	<u>Fall</u>	<u>to</u>	<u>Summer</u>
2005	2002	to	2005
2006	2003	to	2006
2007	2004	to	2007

### **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.