

APPENDIX E: Guidelines for Faculty Portfolio

I. OVERVIEW

Items covered include (see Section 4.5 Faculty Handbook):

- Introduction to the profile including the period of time covered
- Updated *Curriculum Vitae*
- Current workload assignment
- Outline of classes taught by semester and year for the period under review
- Reflection paper on your Christian experience as it relates to teaching, scholarship and service

If additional courses/degrees were earned as part of the expectation when you were hired, copies of the transcripts should be provided.

II. TEACHING AND ADVISING

Items to include:

- **A reflective essay on your philosophy of teaching.** You may discuss how you have used assessment, student evaluations, peer review, and/or your own reflection to revise your approaches to the classroom and beyond. You might include how you keep fresh in your teaching, what journals you read, what conferences you attend, etc. Beyond that, four areas of contemporary teaching are always helpful for you to comment on in your essay. These include how you embed diverse learning styles and cultures into classroom content or methods; how you use your Christian faith to inform and be informed by your discipline; how you use technology to enhance learning and how assessment results support student learning.
- **Additional commentary should address the role of advising and mentoring students.**
- **Exemplars of evidence as outlined in the Faculty Handbook (Section 4.5).** Syllabi for every class you have taught/are teaching, teaching evaluations for every course taught during the preceding year and samples of how you evaluate student learning outcomes have been of particular interest to past committees and are appropriate to include. A list of current advisees is helpful so that committee members may talk to students about their experiences.

III. SCHOLARSHIP AND PROFESSIONAL ACTIVITY

Items to include:

- **A reflection paper** on how your scholarship and professional activity informs your teaching and student learning
- **Evidence as outlined in Section 4.5 of the Faculty Handbook** include a review of your professional development plan, reference to publications and presentations, performances, or gallery showings. Activities on campus and beyond that indicate your participation in professional pursuits (e.g., leadership position in local professional organization).

IV. COMMUNITY GOVERNANCE AND SERVICE

Items to include:

A reflective paper describing your involvement in community/university governance and service. Identify specifically what role you played in each service or governance experience from chair, writer of report, analysis, review documents, etc.

You should also specifically identify your involvement in a local church: how active a role you play, committee assignments, leadership roles, etc.

The paper should conclude with how these participatory activities enlarged your understanding of your Christian experience as well as your experience as a faculty member at Fresno Pacific University.

The Faculty Handbook provides other examples of materials that could provide evidence of meeting the objective or participation in community governance and service.

V. SUMMARY

This is an opportunity to summarize what you wish to highlight as to your strengths and successes over the period of review. You may want to identify the aspects of development that occurred over the period as you reflected on the experience of being a faculty member. You should also reflect on next steps professionally that will be included in a professional development plan. See the "Professional Development Plan" outline in the Faculty Handbook (Section 4.6).