

Portfolio Summary Guidelines (5-27-15)

The *Faculty Portfolio Summary* [Tab 2] - is the most essential document contained in the Faculty Portfolio, and is used for preliminary tenure, promotion and/or tenure, and post tenure reviews. The summary provides the candidate the opportunity to articulate his or her case and discuss the major accomplishments and their impact with a clear understanding of the candidate's outcomes within scholarship and areas of activity described in the position responsibility statement(s) pertinent to the scope of the review.

The summary serves as a stand-alone document and is shared externally with internal and external evaluators, Executive Vice President and Provost (SVPP), and University President. The candidate should clearly state in the summary how he or she has met the review criteria, describe the interrelationships in his or her work with their scholarly impact and reflect upon his or her future professional goals. The summary also discusses representative materials for scholarship and performance of responsibilities in research, professional practice, teaching, and institutional service.

The summary is limited to 25 pages in length (not including the table of contents). The organization and content are tied closely to the vita and the additional detailed supplementary and/or expanded material contained in the full faculty portfolio. The following information is required by the SVPP office [Tab 2].

I. Table of Contents

The Table of Contents should include an informational header including the candidate's name, rank, type of review (e.g., Review for Promotion to Associate Professor with Tenure) and date

II. Introduction

The introduction serves as the executive summary or synopsis of the case. It sets the stage for the candidate's case by introducing the candidate and his or her position responsibilities and focuses on scholarly outcomes and accomplishments in research, professional practice, teaching and institutional service with emphases on leadership and impact.

III. Scholarship

A. Summary of Major Accomplishments and Impact

The scholarship summary is a clearly articulated description of the candidate's major vetted scholarship and its impact with a discussion on how the scholarship is guided by the research philosophy. It relates scholarship to activities and outcomes in research, professional practice, teaching, and institutional service.

B. Details of Scholarly Outcomes

This section provides scholarship details for each scholarly outcome including a citation and abstract. Each description should include details regarding the peer review process, role of author in the case of co-authored scholarship, and an assessment of the importance of the scholarly outcome (including journal acceptance rates, reviews, citation counts, and other impact data/details).

IV. Position Responsibilities

A. Research

This section is essential for setting the stage for understanding existing scholarship and research directions that influence current and future scholarship. The agenda serves to demonstrate scholarly potential. In this section, it is important to emphasize that professional practice is the librarian's "laboratory" and the source and inspiration for research and creative activities.

1. Philosophy of research
2. Summary of the major accomplishments and impact
3. Future scholarly agenda (i.e., research in progress)

B. Professional Practice

For librarians, professional practice is where the majority of their position responsibilities reside. Professional practice guides research, teaching and professional practice service activities. This section includes important examples of professional practice accomplishments that demonstrate leadership and impact for the Library, the University and the profession.

1. Philosophy of professional practice
2. Summary of major accomplishments and impact
3. Future professional practice plans and goals

C. Teaching

If the candidate had no teaching responsibilities in his or her position responsibility statement(s) during the period of review, this section is not used.

1. Philosophy of teaching
2. Summary of major accomplishments and impact (including courses/seminars taught with enrollment numbers and detail on collaborations with students, and memberships on graduate student committees)
3. Summaries of peer and student evaluations of teaching
4. Individual and comparative assessment data for Library 160 and instructional sessions (e.g., course-related instruction and seminars)
5. Future teaching plans and goals

D. Institutional Service

This section includes important examples of institutional service that demonstrate leadership and impact for the Library and the University.

1. Summary of major accomplishments and impact for major service contributions
2. Future institutional service plans and goals

E. Final Reflections and Future Professional Goals

This section represents the closing summary of the case and how the candidate has met the review standards and criteria and then discusses future professional goals for the next three to five years. Depending on the purpose of the review (e.g., preliminary tenure review and post tenure reviews), this section should include a statement of developmental needs.

5-27-15

Dean of the Library