Frequently Asked Questions (FAQs) About the Portfolio

This document is intended to supplement the Portfolio Guidelines document for rank-eligible full-time faculty members. Please refer to the documents in the Provost's Office Personnel Decisions webpage and the University Handbook (starting on page 56 of the PDF) for more information.

Portfolio Timeline

Q1: When is my portfolio due?
A1: The Calendar for Personnel Decisions is available in the Provost's Office Personnel Decisions webpage and is updated each summer. Please contact your dean and chair for details. Please see questions 20 and 21 for considerations due to the COVID-19 pandemic.

Q2: Can I add or modify documents in my portfolio after the submission deadline?
A2: Once a faculty member submits the portfolio with a signed application form, materials may not be added, removed, or modified in the portfolio by the applicant.

Portfolio Preparation

Q3: I am tenure track or clinical track faculty member preparing my portfolio for reappointment. What guidelines should I use?
A3: The version of the Portfolio Guidelines effective in Fall 2017 is required for faculty members whose rank-eligible appointments start Fall 2017 or later, Associate Professors applying for promotion, and Clinical Track faculty members submitting portfolios for promotion or reappointment review. Early career faculty members (e.g., Assistant Professor, Clinical Assistant Professor) appointed to their current rank prior to Fall 2017 have the option to select the version of the portfolio guidelines they will use. Reappointment portfolios should be prepared using the same guidelines for promotion and/or tenure portfolios.

Q4: I'm overwhelmed! What suggestions do you have for getting started?
A4: Updating your CV can be a good starting point, as it helps you review your activities and accomplishments. Having a plan to work of small pieces at a time can help the process feel less overwhelming (see the portfolio outline). The portfolio is an opportunity for you to showcase and reflect on your achievements and contributions. Also, CETL is a resource available to you for individual consultation and to help answer questions.

Portfolio Contents

Q5: What forms do I need to include in my portfolio?
A5: The portfolio includes two types of forms: 1) an application form (include in section A.1 of the portfolio) and 2) appraisal/recommendation forms (include in section I.1). Please be sure that you use the correct forms for your type of review (either promotion/tenure or reappointment). For promotion and/or tenure review, include the set of appraisal forms applicable to your review process; not all forms in this multi-page document might apply. The forms are found in the Provost's Office Personnel Decisions webpage.

Q6: Do I need to follow the CV template?
A6: The Curriculum Vita Template is intended as a guide. It can be helpful in suggesting how to categorize different types of works and activities. The sub-heading titles may be modified as appropriate, and some categories may be deleted if they do not apply. The CV contents can span

across your academic and professional experience, including your activity prior to joining USI and your current position.

Q7: What is the period of evaluation for the portfolio?
A7: The period of evaluation corresponds to the period in which a faculty member is on the tenure track or the period since the previous promotion and/or tenure review. For reappointment review, please confirm with your college or unit. The portfolio materials focus on the activities during this period.

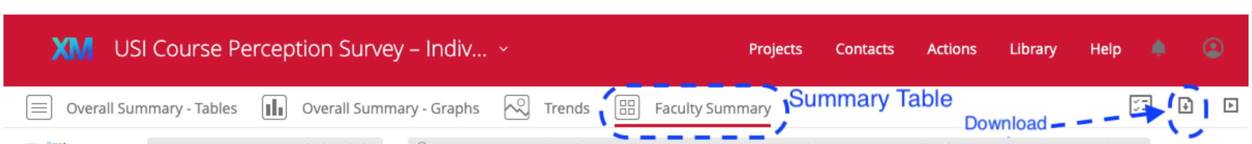
Q8: What is included in the narrative?
A8: The narrative section includes separate statements for each of the applicable evaluation areas and is up to 15 single-spaced pages in length. The narrative should articulate the significance and impact of the applicant's contributions and accomplishments, as well as include reflection, in the evaluation areas during the period of evaluation. The narrative also should describe the evidence included in the supporting materials (Sections E-H). Please refer the Portfolio Guidelines Section D. for details and guidance.

Q9: What is the period of teaching materials included in the portfolio?
A9: Courses taught during the most recent five (5) years or the period of evaluation, whichever is shorter, is included in the portfolio. Please refer the Portfolio Guidelines Section E. for details.

Q10: Do I include all course syllabi from all semesters in the portfolio?
A10: The most recent syllabus for each course taught during the most recent 5 years or the period of evaluation, whichever is shorter, should be included in Section E.2 of the portfolio. Additional versions of the syllabus may be included if a course has been taught in multiple modes (such as face-to-face, online, hybrid) or to evidence topics described in the narrative (for example, the syllabus before and after a course redesign). Note that Section E.2 also includes evidence of teaching and learning contributions, such as course materials. Please refer the Portfolio Guidelines Section E. for guidance.

Q11: What course evaluation information do I include in the portfolio?
A11: Section E.3 should include summary tables of the SET and CPS scores from the most recent 5 years or the period of evaluation, whichever is shorter. Include separate tables for the two surveys (SET and CPS) that list each course by semester. The SET summary table can be provided by OPRA with advance notice. For fall portfolio submissions, this request occurs by notifying your dean by early summer.

The CPS summary table is available to view and download in the "Faculty Summary" page of the "Course Perception Survey - Individual Instructor" dashboard in Qualtrics. Additional analysis of the SET and CPS results developed by the faculty member, such as tables or graphs that focus on specific areas, may be included in Section E.3. Please refer the Portfolio Guidelines Section E.3 for additional information.



Q12: Do I include the SETs and CPS reports in the portfolio?
A12: Copies of the SET and CPS reports (which include the scores and open-ended comments) from the most recent 5 years or the period of evaluation, whichever is shorter, do not need to be submitted with the portfolio. Review committees will be given online access to the view the SET and CPS reports

(excluding spring 2020) during the appropriate review period. If you choose to include any CPS information from Spring 2020, the documents may be included in Section E.3 or Part 2. Separate summary tables of SET and CPS average scores should be included in Section E.3 of the portfolio. Please see Q11 for details.

Q13: What are examples of advising activity?
A13: Student advising and mentoring materials are included in Section E5 of the portfolio. These activities typically are student-centered and occur outside of a course, such as academic advising, mentoring, writing letters of recommendations, serving as advisor to a student organization, or accompanying students to conferences or competitions. Please refer to the Portfolio Guidelines section E.5 and University Handbook (starting on page 56 of the PDF). Additionally, the impact to students of these activities should be described in the Teaching narrative.

Q14: As an Associate Professor or Clinical Associate Professor, do I include works that were published, presented, or completed during the year while my portfolio was under review for promotion and/or tenure?
A14: Evidence that was not included in the previous promotion and/or tenure review is included in the current period of evaluation and thus may be included in the portfolio.

Q15: What are examples of professional activity and community service/outreach?
A15: Professional activity is part of the scholarship criterion and typically uses one's expertise and contributes to their discipline and profession; activities that contribute to one's professional growth may be included. Example activity include membership and leadership in professional organizations, conference organizing committee, or an editorial board, or serving as reviewer/juror for conference proposals, publications, creative works, or grant proposals. These activities typically are listed as professional service in the CV. Example documentation include email invitations to serve/review, webpage or programs, or other acknowledgements. Please refer to the Portfolio Guidelines section F.2 and University Handbook (starting on page 56 of the PDF). Additionally, the contributions and impact to one's discipline/profession should be described in the Scholarship and Professional Activity narrative. Please refer to the Portfolio Guidelines section D.

Q16: How do include service activities in the portfolio?
A16: Example documentation of university service and community service/outreach include email invitations, meeting minutes, reports resulting from the service, webpages, or programs, or other acknowledgements. Community service should result in the promotion of the University's objectives through public service. Please refer to the Portfolio Guidelines section F.2 and University Handbook (starting on page 56 of the PDF). Additionally, the contributions and impact to the university or local/regional community should be described in the Service narrative. Please refer to the Portfolio Guidelines section D.

Q17: Do I include copies of past performance evaluations, reappointment reviews, and faculty activity reports (FARs) in the portfolio?
A17: No, these documents are not part of the portfolio documents. The narrative and supporting materials sections may be used to describe and evidence progression and development based on feedback and reflection. Please refer to the Portfolio Guidelines sections D. and H. and University Handbook (starting on page 56 of the PDF) for details and guidance.

Q18: Some sections of the portfolio do not apply to me. Do I skip them?
A18: If a section or subsection does not apply to you, please keep the order and numbering for each section as listed in the portfolio outline and insert a page that notes "Not Applicable." For example, include a page that states "B.1. Department criteria and B.2. Special conditions do not apply" in section B or include a page that states "G. Practice Evidence is not applicable" in section G.

Considerations Due to the COVID-19 Pandemic

Q19: An accepted conference presentation or creative activity was not presented due to COVID-19 cancellations. How to I represent this in my portfolio?
A19: Accepted presentations can be included in the appropriate section of the CV with a brief note to indicate that the conference, exhibit, etc. was cancelled due to COVID-19. Additionally, these research or creative activities may be described in the narrative and evidenced in the Section F. if this helps demonstrate your current/recent area of scholarship or creative activity.

Q20: Do I need to submit the form that describes the one-year extension to the tenure/promotion review timeline?
A20: Submit the form (which was sent in early May 2020) only if you would like to opt-out of the one-year extension and thus follow the review timeline prior to the disruption associated with COVID-19. If the form is not submitted by the deadline, then the one-year extension to tenure/promotion and reappointment review timeline will be automatically applied.

Q21: Can I change my mind later regarding the automatic extension or opt-out due to the pandemic?
A21: The form submitted by the deadline is the only opportunity to opt-out of the review timeline extension due to the COVID-19 pandemic.

Do you have additional questions?

We are here to help clarify the process. Please contact Amy Chan Hilton (Center for Excellence in Teaching & Learning, CETL) at amy.chanhilton@usi.edu or 812.461.5476.