**College of Engineering Template – P&T Faculty Portfolio**

This document provides the College of Engineering (CoE) template for the P&T Faculty Portfolio (Tab 2). For faculty in departments that are jointly administered with another college, please follow the template corresponding to the college that will review the case.

The Faculty Portfolio is an articulation of your accomplishments that places them in the context of your field and discipline. It interprets, analyzes and evaluates your accomplishments and provides evidence of their importance and impact. It also clearly describes your role in joint and collaborative efforts in scholarship and areas of responsibility. Use the Portfolio to demonstrate that you have met the criteria for advancement (see below). The template is designed to follow these criteria.

***Faculty Handbook 5.2.3.2 Associate Professor and/or Tenure***

*An associate professor should have a solid academic reputation and show promise of further development and productivity in his/her academic career. The candidate must demonstrate the following:*

* *excellence in scholarship**[[1]](#footnote-1) that establishes the individual as a significant contributor to the field or profession, with potential for national distinction*
* *effectiveness in areas of position responsibilities*
* *satisfactory institutional service*

*Furthermore, a recommendation for promotion to associate professor and granting of tenure must be based upon an assessment that the candidate has made contributions of appropriate magnitude and quality and has a high likelihood of sustained contributions to the field or profession and to the university.*

***Faculty Handbook 5.2.3.3 Professor***

*A professor should be recognized by his/her professional peers within the university, as well as nationally and/or internationally, for the quality of the contribution to his /her discipline. The candidate must demonstrate the following:*

* *national distinction in scholarship1, as evident in candidate's wide recognition and outstanding contributions to the field or profession*
* *effectiveness in areas of position responsibilities*
* *significant institutional service*

Please use the major headings (those in bold) from the template in your Portfolio (except in cases where the heading is not relevant to your position responsibilities in which case it can be omitted). Repetition of information contained in the CV is unnecessary. Maximum page length = 10 pages. All pages should be numbered as indicated. We recommend a distribution of content as follows:

* Section I: Candidate Synopsis (~0.5 pages)
* Section II: Demonstration of Excellence in Scholarship and Impact (~3 pages)
* Section III: Effectiveness in areas of responsibility (distribute remaining pages to articulate accomplishments to reflect expectations in your PRS and the needed information in the template).

**Remove the textboxes in grey and this page prior to submission. Use a minimum font size of 11.**

**FACULTY PORTFOLIO**

Date:

Name:

Department:

Current Rank:

1. **CANDIDATE SYNOPSIS**

Provide a brief summary of your overall goals and accomplishments in your academic career, focusing on efforts at ISU. Include information on areas of position responsibility as reflected in the PRS in effect for your promotion and/or tenure case.

1. **DEMONSTRATION OF EXCELLENCE IN SCHOLARSHIP AND IMPACT**
	1. **Self-assessment of Accomplishments and Impact of Scholarship**

***Provide a summary of the most impactful accomplishments in scholarship as they relate to research/creative activities, teaching, professional service, and other areas of responsibility. Highlight those scholarly products/materials that best illustrate excellence in scholarship. Include awards and honors received and other indicators that demonstrate the excellence and impact of the scholarship as well as potential for (associate professors) or establishment of (full professors) national distinction. Where appropriate refer to data included in subsequent sections of this portfolio.***

* 1. **Summary of Impactful Scholarship Products**

***Provide a table of up to ten products and evidence of their impact. For example, in the case of publications including impact factor for the journal/acceptance rate of conference and the number of citations of the work. Name the source of the citation data. Exclude self-citations.***

1. **EFFECTIVENESS IN AREAS OF RESPONSIBILITY**
	1. **Self-assessment of Accomplishments and Impact of Research/Creative Activities**

***Your accomplishments in scholarship related to research belong in Section II above. Use this section to articulate accomplishments that are not part of your scholarship such as pursuing and securing sponsored funding to develop, sustain and grow your research program, your role in joint and collaborative efforts and other expectations outlined for this area in your PRS. Use the exemplar tabular format to discuss your role in collaborative activities.***

* 1. **Assessment of Accomplishments and Impact of Teaching and Student Mentoring**
		1. Self-assessment of Accomplishments and Impact of Teaching

***Your accomplishments in scholarship related to teaching belong in Section II above. Use this section to articulate accomplishments and impact in this area of responsibility (e.g., textbooks authored; innovative teaching methods developed; efforts to create an inclusive learning environment, outcomes assessment methods created; curriculum development work; teaching philosophy; invited lectures, awards and honors received in the area of teaching and learning, etc.).***

* + 1. Student Ratings of Teaching Effectiveness

***In table format, provide instructor and course ratings for each course taught and an appropriate departmental comparison value (e.g., similar level courses/sections). Describe the nature of the comparison value (e.g. course average, department average etc.). Provide a brief narrative to highlight high scores and/or to explain low scores or variations in ratings.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Term (most recent first) | Course number | Course Title | Credits | Enrollment | Overall Rating of Instructor | Appropriate Departmental Comparison |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* + 1. Peer Evaluations of Teaching Effectiveness

***If letters from peer evaluators are available, the letters should be placed in the Department Evaluations tab. Describe results and any actions taken here as well as information regarding additional informal peer evaluations that may have occurred.***

* + 1. Self-assessment of Accomplishments and Impact of Student Advising and Mentoring

***Provide a description of your accomplishments and impact in the area of graduate and undergraduate student advising, supervision and mentoring (i.e., graduate students mentored, engagement of undergraduate students in research and independent study, efforts to create an inclusive and diverse research environment, placement of students etc.). Where pertinent, articulate your role in joint supervision of students.***

* 1. **Assessment of Accomplishments and Impact of Institutional and Professional Service**
		1. Self-assessment of Accomplishments and Impact of Institutional Service

***Provide a detailed description of the most impactful accomplishments in institutional service (e.g., leadership roles in the department, college and/or university committees; and major contributions to institutional reports or studies).***

* + 1. Self-assessment of Accomplishments and Impact of Professional Service

***Provide a detailed description of the most impactful accomplishments in professional service (e.g., leadership roles in professional societies; leadership roles in national and international conferences and workshops; and contributions on grant review panels, industrial committees, and government policy-making bodies).***

* 1. **Assessment of Accomplishments and Impact in Other Activities (Title and articulate as needed – remove if not needed)**

***Provide a detailed description of the most impactful accomplishments in activities and areas of responsibility not addressed by the previous sections (e.g. diversity, equity and inclusion, departmental leadership activities etc.)***

1. Scholarship and scholarship products are defined in the faculty handbook in Section 5.2.2.2.1 [↑](#footnote-ref-1)