

## Appendix H for I.C. and II.C.

### Mini-Portfolio Guidelines Department of Youth Development

#### Purpose

The mini-portfolio provides a faculty member in the third or fourth year the opportunity to begin the development of their portfolio for tenure. The writing of a mini-portfolio is voluntary and responsibility for completion is that of the faculty member. The mini-portfolio is reviewed by two members of the Standards, Rank and Promotion Committee using the Criteria for Rank Promotion found in Appendix I.C. of the Articles of Faculty Governance which can be obtained from the Secretary of the Faculty's website (<http://www.uwex.edu/secretary/facart.cfm>). Feedback to the faculty member submitting a mini-portfolio will assist them in evaluating the progress of their program development and evaluation as well as assist them in preparing their tenure document. This document can also be used as evidence to support rank change from Instructor-Probationary to Associate Professor-Probationary.

#### Timeline

Faculty members intending to submit a mini-portfolio document are to notify the Chair of the Standards, Rank and Promotion Committee by July 1. One copy of the mini-portfolio is to be submitted to each designated reader by February 10. Those submitting will be notified of their readers by January and conferences to review the document are to be scheduled by the faculty member submitting the mini-portfolio prior to February 10. Reviews are to be conducted prior to May 1.

#### Contents

The candidate is requested to provide items described in Sections A.-E. Please use a minimum of a 10-point font and one-inch margins (top, bottom and sides). Print shall appear on only one side of each page.

#### A. PROFESSIONAL RESUME (no more than 5 pages)

Include:

- Formal Education and Other Significant Relevant Professional Development
- Relevant Employment (indicate Extension employment and percent of time employed by Extension)
- Professional and University Contribution and Recognition
- Experience with Grants, Collaboration, Supervision
- Publications or Materials Developed (Local, State, Regional, National or International)
- State, Regional or National Presentations
- Program Materials Developed

#### B. POSITION DESCRIPTION(S)

Include current position description for programming appointment, administrative appointment, or other significant candidate roles for which a description exists. If a significant change has occurred in a candidate's responsibilities, the candidate may wish to include any relevant explanation.

### C. SUMMARY OF PROGRAM DEVELOPMENT AND ACCOMPLISHMENTS

The purpose of this section is to summarize “what the candidate has done and how he/she did it.” Documentation presented in this section of the portfolio should reasonably address the following elements and detail the faculty member’s role throughout the process:

- Situation statement
- Program objectives
- Faculty member’s response including: planned activities, implementations, and teaching
- Impact/Outcomes
- Program Evaluations
- Professional development in response to personal and programmatic needs

It is the responsibility of the individual probationary faculty member to plan, develop, maintain, implement and assess a multi-year program of work. The purpose of this section of the tenure portfolio is to summarize the process and progress of program development and accomplishments throughout the probationary period. Candidates may include plan and report documents, or their most relevant parts, or a summary based on these documents that they have prepared in response to department and/or administrative requirements, or for the general benefit of their own work and its review by faculty peers.

### D. STATEMENT OF PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP (no more than 8 pages)

The purpose of this section is to share the meaning of the work that has been accomplished. This statement provides the candidate with an opportunity to reflect upon and assess professional contributions and scholarship. The candidate is responsible for analyzing career contributions, reflecting upon the most significant parts, developing a framework for describing the contributions, and explaining the impacts and implications for the intended audience, as well as for the profession. See the introduction, criteria for evaluation for rank change, and assessment of scholarship found in Appendix I.C. Sections I., IV., V., and VI.).

### E. SUPPORT MATERIALS

The candidate is encouraged to carefully select supportive exhibits which help explain or illustrate the candidate’s accomplishments and the narrative portions of the portfolio. Ten to fifteen exhibits are requested. For all supportive materials the unique contribution of the candidate must be specified.