

## Appendix J

### Professor Portfolio Guidelines Department of Youth Development

#### Portfolio Guidelines

Prepare the required portfolio focusing on work undertaken since the last promotion. Candidates are to obtain the most recent version of the Articles of Faculty Governance I.C.

Candidate has the flexibility to determine the format for the professorial portfolio. When developing evidence please keep the following areas in mind:

Evidence should demonstrate depth of experience and scholarship contribution in the areas of:

- ⇒ Professional contributions
- ⇒ Professional development since last promotion
- ⇒ Program Development and Evaluation
- ⇒ Teaching and Evaluation

(For more information on scholarship, refer to Faculty Governance Document on Articles of Faculty Governance, Appendix I.C. Criteria for Faculty Appointment & Promotion in UW-Extension.) This document can be found on the UW-Extension Secretary of the Faculty website (<http://www1.uwex.edu/secretary/facart.cfm>).

In collaborative efforts the candidate is to identify his/her contributions.

The candidate is requested to provide items described in Sections A-G. 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 Contributions and Recognition
- Experience with Grants, Collaborations, Supervision
- Publications or Materials Developed (State, Regional, National or International)
- State, Regional or National Presentations
- Program Materials Developed

#### B. POSITION DESCRIPTION (S)

Include current position description(s) 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 PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP (no more than 8 pages)

The purpose of this statement is to provide 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

describing the contributions and explaining the impacts and implications for the intended audience, as well as for the profession (see Forms of Scholarship in Appendix I to the Articles of Faculty Governance).

- D. CANDIDATE'S FUTURE PROFESSIONAL DEVELOPMENT PLANS (1 page) The faculty member will prepare a proposed plan for scholarly growth and professional development, not to exceed one page. This should identify the faculty member's preferred professional development activities for the next five years.
- E. CANDIDATE'S SEMINAR PRESENTATION MATERIALS  
This section should include the teaching outline and support materials used in the candidate's seminar presentation. Include the evaluation summary of the seminar.
- F. SUPPORT MATERIALS  
Materials should support and clarify the Summary of Professional Contributions and Scholarship. These materials should show a good cross section of work and thus enhance the quality of portfolio. Examples may include, but are not limited to, exhibits that show originality, creativity, innovative teaching techniques, evaluations and materials that show the unique contribution of the candidates. Quality is more important than quantity. Well-chosen, high quality materials make portfolio support stronger. Candidate should clarify their role in collaborative work. (Maximum of 15 exhibits)
- G. LETTERS OF RECOMMENDATION: (3 TO 5 letters; one must be from a colleague familiar with the candidate's PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP).  
The Candidate should contact these people directly, providing a list to the Chair of the Professor Promotions Committee. The Department Chair requests a letter from the candidate's District Director or equivalent administrator. Letters of reference are due to the Chair of the Professor Promotions Committee by January 15. Many factors are considered in reviewing the depth and breadth of a Professor Candidate's work. References may wish to speak to any or all of the following criteria for promotion when writing their support letter:
  - ⇒ Evidence of successful scholarship;
  - ⇒ Evidence of continuing professional development;
  - ⇒ Evidence of leadership in program development;
  - ⇒ Evidence of effective working relationships with colleagues and clientele;  
Contributions to the profession, department and university;
  - ⇒ Probability of positive future contributions to the profession, department and university, and
  - ⇒ Any insight they feel should be relevant to the Professor Promotions Committee's deliberations.

Updated April, 2005

Updated April 26, 2007

Updated April 8, 2010