

Appendix H

Mini-Portfolio Guidelines Department of Youth Development

Purpose

The mini-portfolio provides a faculty member in their 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.B 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 in 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 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 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. ONE MULTI-YEAR PLAN OF WORK, ONE ANNUAL PLAN OF WORK AND ONE ANNUAL ACCOMPLISHMENT REPORT (or equivalent documents required for the candidate's position)

These are administrative reports that provide information on the criteria upon which the tenure decision is based. Subsequent to the adoption of this procedure, the administration, in consultation with the faculty, may modify these reports from their current form.

Individual multi-year and annual plans should utilize the following format:

- 1) Situation Statement
- 2) Program Objectives
- 3) Faculty member's Response/Planned Activities
- 4) Evaluation Plans
- 5) Professional Development Needs

Individual annual accomplishment reports should utilize the following format:

- 1) Situation Statement
- 2) Program Objectives
- 3) Faculty Member's Response/Program Activities completed
- 4) Impact Documented

D. 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 for 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 B to the Articles of Faculty Governance).

E. SUPPORT MATERIALS

Two copies of materials that support and clarify the *Summary of Professional Contributions and Scholarship* are required. These materials should show a good cross section of work and thus enhance the quality of portfolio. Examples may include, but 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. Candidates are asked to provide 10-15 items.