

**EVALUATION PORTFOLIO  
SUGGESTED DOCUMENTATION**

- . These are suggestions (not requirements), which do not override the DAC but rather give direction (with a nod to reducing bulk) to the type of documentation to include with the evaluation portfolio.

<b>TEACHING or PRIMARY DUTIES</b>	<b>TYPE</b>	<b>DOCUMENTATION (if applicable)</b>
COURSE MATERIALS	SYLLABI	One syllabus for each course (not section) taught during evaluation period. Include second syllabus to document significant modification or innovation
	EXAMS	Example of typical exam used per course. Include others to document significant modification or innovation.
	EXERCISES (In class)	Example of typical exercise used per course. Include others to document significant modification or innovation.
	ASSIGNMENTS	Example of typical assignment used per course. Include others to document significant modification or innovation.
	INSTRUCTIONAL TECHNOLOGY	Brief narrative on use of instructional technology. Example of typical use per course. Include others to document significant modification or innovation. Provide digital copy or link, if appropriate.
STUDENT EVALUATION	INSTRUMENT	Copy of instrument (if applicable) and identification of value descriptors assigned to scale.
	DATA	Mean (average) score for each course evaluated by semester. Include measure of variability (i.e., standard deviation) and group mean for department/program, if available. Include mean score for each item, if available.
	COMMENTS	Typed compilation of comments for each course by semester, if part of the student evaluation instrument.
PEER (2) / CHAIR (1) OBSERVATIONS	MEMO INSTRUMENT	Include instrument (if used). Each written evaluation must include course observed, date, and name of observer.
ADVISING	MEMO	Memo from chair/coordinator on advising load. If applicable, examples of innovative advising strategies. Participation in advisor training documented by memo or certificate.
COURSE (PROGRAM) DEVELOPMENT	MEMO	If in progress then copy of syllabus (program sequence) and memo from appropriate office documenting stage of development (course/program transmittal form). If completed, then copy of Academic Affairs memo documenting course/program inclusion in master course/program files.
PROGRAM COORDINATION	EVALUATION	Copy of chair/supervisor evaluation of performance of coordinator responsibility. Include description of coordinator responsibilities.
	SELF EVALUATION	Accomplishments for period of evaluation. Provide documentation for significant accomplishments.
ASSESSMENT	INSTRUMENT	Example of instrument used by course. Include others to document significant modification or innovation.
	DATA	Summary data only.
	STRATEGY	Paragraph identifying assessment strategy for students, self and/or program

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<b>RESEARCH /CREATIVE ACTIVITIES</b>	<b>TYPE</b>	<b>DOCUMENTATION (if applicable)</b>
COMPLETED PROJECT	PUBLIC DISSEMINATION	Primary documentation: Full text (published, in press, accepted), Visual, Aural or appropriate sensory modality documentation – book, journal reprint, CD, DVD, etc. Documentation must include when applicable the following information: Refereed, Juried, Invitational, etc. Other secondary documentation: Letters from publishing company, programs, reviews, citation index, exhibit catalogue, etc.
PROJECT IN PROGRESS	STATEMENT	Status/Progress statement...should include statement of progress from last evaluation period (if included in previous portfolio). May include progress statements from editors/evaluators or external agency
IN PLANNING	STATEMENT	Statement of proposed activity to include projected time line of project stages.
PROFESSIONAL DEVELOPMENT	LETTER	Letters and/or certificates confirming participation in activities designed to promote “currency” for appropriate discipline. Letters and/or certificates confirming participation in retraining activities.
GRANT ACTIVITY or ASSIGNMENT	IN-LOAD or EXCLUDED	Letter from grant administrator (or Office of Sponsored Programs) confirming grant activity and performance of assigned duties.

<b>SERVICE</b>	<b>TYPE</b>	<b>DOCUMENTATION (if applicable)</b>
	DEPARTMENT	Letter/memo from chair (or chair of committee) that identifies committee (or activity), your level of participation and, if applicable, outcome of your participation. Minutes included only if letter/memo not available or if significant contribution requires additional documentation. Certificates secondary evidence.
	COLLEGE	Letter/memo from chair of committee or appropriate administrator that identifies committee (or activity), your level of participation and, if applicable, outcome of your participation. Minutes included only if letter/memo not available or if significant contribution requires additional documentation. Certificates secondary evidence.
	UNIVERSITY	Letter/memo from chair of committee or appropriate administrator that identifies committee (or activity), your level of participation and, if applicable, outcome of your participation. Minutes included only if letter/memo not available or if significant contribution requires additional documentation. Certificates secondary evidence
	LOCAL	Letter/memo from administrator (agency or organization) that identifies committee (or activity), your level of participation and, if applicable, outcome of your participation. Minutes included only if letter/memo not available or if significant contribution requires additional documentation. Certificates secondary evidence.
	STATE/REGIONAL	Letter/memo from administrator (agency or organization) that identifies committee (or activity), your level of participation and, if applicable, outcome of your participation. Minutes included only if letter/memo not available or if significant contribution requires additional documentation. Certificates secondary evidence.
	NATIONAL	Letter/memo from administrator (agency or organization) that identifies committee (or activity), your level of participation and, if applicable, outcome of your participation. Minutes included only if letter/memo not available or if significant contribution requires additional documentation. Certificates secondary evidence.
	INTERNATIONAL	Letter/memo from administrator (agency or organization) that identifies committee (or activity), your level of participation and, if applicable, outcome of your participation. Minutes included only if letter/memo not available or if significant contribution requires additional documentation. Certificates secondary evidence.

<b>OTHER AWARDS or ACTIVITIES</b>	<b>TYPE</b>	<b>DOCUMENTATION (if applicable)</b>
	AWARDS/HONORS	Letters, certificates, announcements, and/or programs
	ACTIVITIES	Documentation of accomplishment or ongoing activity from agency official/administrator.