

Faculty Procedures For Academic Classification

Important note: Applications which do not meet the years of service or educational requirements will be returned to the applicant.

- 1) The faculty member must print out the Application for Academic Classification and fill out the top section. The faculty member must also take the Application to Human Resources to have them fill out the second section. Please ask for the HR Staffing Specialist/Evaluator. Note that the Human Resources personnel may not be able to fill out the form while you wait. They will probably return it to you via campus mail.
- 2) Each individual faculty member is responsible for assembling his/her portfolio. They may ask the chair's or department secretary's assistance in locating documentation. However, photocopying/scanning and inputting are the responsibility of the faculty member. Please see the guidelines for assembling your portfolio below.

What to include in your portfolio:

- A cover letter to the committee, mentioning the rank for which the portfolio is submitted and the areas included in the portfolio;
- Sample teaching evaluations for more than one year (student and supervisor);
- Attendance at non-STC professional development activities and STC professional development activities beyond the regularly scheduled professional development days;
- College service, including committees served on, advising responsibilities, etc.
- Research published or presented in a professional venue;
- Community service;
- Other activities that do not fall into the above categories

What not to include in your portfolio:

- Attendance at regularly scheduled STC professional development days;

- 3) Where ever possible, documentation should be provided for each portfolio entry. See below for examples of appropriate documentation. It may not be possible to document each entry. However, the more documentation presented the stronger your portfolio will be. Portfolios with insufficient documentation will be returned to the faculty member with a request for more documentation.

- 4) The faculty member must make his/her portfolio available at least two weeks prior to the department meeting where it will be voted on. At that time, the faculty member must also turn the Application for Academic Classification in to his/her department chair.

Portfolio Guidelines for Academic Classification

- 1) Place your Application for Academic Classification at the front of your portfolio. Application form must have the HR section completed.
- 2) Create a separate section for each of the following categories in this order:
 - a. Teaching effectiveness
 - b. College service
 - c. Community Service
 - d. Professional activities
 - e. Scholarly pursuits
 - f. Other

Tab each section with a label for easy reference. Please also number each page in your portfolio. This way, if it gets dropped it can easily be put back into order. Do not include a section if you have no activities appropriate for that section. Finally, please present your materials in a binder or in another professional manner, so that the materials will not easily get out of order or fall out.

- 3) The first item in each section should be a list, in chronological order, of all the items/activities appropriate to that section. This list should clearly indicate if an item is not documented. (*Note: you should make every effort to make the documentation of items in your portfolio as complete as possible. However, it may not be possible to document everything, especially older items.*) The list for the various sections should contain the following information:
 - a. Teaching effectiveness
 - i. Student evaluation or classroom observation ii. Date
 - iii. Overall Average
 - b. College service

- i. Name of committee/role ii. Committee chair or supervisor iii. Dates of membership
- iv. Frequency of meetings/approximate number of meetings attended *Note: if your department uses activity reports for college service, you may submit them in place of the list if you wish. However, college service activities should still be documented wherever possible.*

c) Community service

- i. Name of organization ii. Role
- iii. Dates of involvement
- iv. Frequency/time commitment

d) Professional activities (including professional development)

- i. Event ii. Date
- iii. Location

e) Scholarly pursuits (research)

- i. Title
- ii. Publication or presentation details

f) Other

- i. Description
- ii. Date

Following the list, place your documentation for each item/activity. Documentation should be placed in the same order as the list at the beginning of the section. Examples of documentation might include the following:

- Teaching effectiveness – copies of teaching evaluations
- Professional development – event agenda/program cover; travel voucher
- College service – copy of minutes or agenda; copy of email regarding the committee; sign-in sheet; note from chair of committee or supervisor if not a committee activity
- Research – copy of page from conference program showing presentation date/time; title page/first page of publication
- Community service – letter from supervisor; sign-in sheet

Note: This is a professional portfolio and should reflect that fact. All items should be typed. Where appropriate, letters used for documentation should be on letterhead.