

Rank and Status Electronic Portfolio Template

Name:

Faculty of:

Name of Academic Program:

Date of hire:

Type of Review (check one)

Third Year Review Continuing Faculty Status/Associate Professor Professor

Template Instructions:

1. This template provides an outline of the necessary sections for your submission. If you wish to create a customized document, make sure the customized document follows the section organization of this document, including numbering and Table of Contents hyperlinks.
2. Use the Table of Contents links to navigate in the document.
3. Input the necessary information into the appropriate section. You may type directly into this document. To maintain the Table of Contents structure please note the following as you input information:
 - a. If you are inserting pages from another document insert the document following the section page, but do not replace that page (e.g. insert your letter of hire **after** the section 1.1 page).
 - b. For sections you do not provide, leave the section as is and do not delete the headings (e.g. the Dean's Letter. Do not modify the page or delete the heading).
4. Microsoft Word document styles Heading 1, Heading 2, and Heading 3 are used for the Table of Contents. If you wish to put in headings that are not visible in the Table of Contents, use the styles Headings 4 through Headings 7.
5. As you consider how much material to include in this electronic portfolio, it is recommended that you add no more than 20 pages in sections 2, 3, and 4. The Appendices are not included in this recommended page total.
6. Once you complete the document, you will need to refresh the table of content links. Go to the references tab in Microsoft Word and click update table.

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Section 1: Introduction to the Portfolio and Reports

- 1.1 Candidate's Curriculum Vitae and Personal Statement (for those going up for CFS, this is the place to address any areas of concern raised in prior reviews and should include letters from such reviews) (See 3.1.2, 7.2 in the Hiring Rank and Status document).

- 1.2 External letters of recommendation (Necessary for CFS and Promotion Only. Added by the Dean.)

1.3 Unit Review Committee's Report (Added by the Dean)

1.4 Dean Annual Review Letters (one for each year since hire or last rank advancement)

1.5 Dean's Report (Added by the Dean)

1.6 Promotion Review Committee Report (Added by the AAVP)

1.7 Academic Vice President's Report (Added by AVP)

Section 2: Citizenship

2.1 Candidate's self-assessment of citizenship outcomes (see 3.2.1 and 3.2.2)

2.2 Evidence of citizenship outcomes (see 3.2.1 and 3.2.2)

- 2.3 Review letters of citizenship activities (3.2.3 Only needed for CFS and/or Rank Advancement; Dean and Review Committee may solicit them and will include them)

Section 3: Teaching

3.1 Teaching Philosophy (The Teaching Philosophy provides a list of key principles that guide your teaching. The philosophy should point to data that will be included in the description of each course. The suggested length is 500 words. See 3.3.1)

- 3.2 Candidate's self-assessment of teaching outcomes and description of efforts to improve one's teaching over time (see 3.3.2)

- 3.3 List of all the courses you have taught at BYU–Hawaii by semester with the student enrollment numbers

- 3.4 Evidence of student learning ("teaching portfolio": samples of student performance on assignments, exams, etc.)

3.5 Other Teaching Activities (teaching awards, attendance at workshops, etc.)

Section 4: Scholarship

- 4.1 Candidate's self-assessment of scholarship outcomes (see 3.4.1-3.4.3 and Faculty-specific expectations for scholarship and creative endeavor)

4.2 Evidence of scholarship outcomes (3.4.3)

Appendices

A1 Student course evaluation data and all comments listed by course