

FACULTY PORTFOLIO RUBRIC FOR PROMOTION

Becker College

TEACHING (50%)	SCHOLARSHIP (10-20%)	SERVICE (10-20%)	ADVISING (10-20%)
Narrative on teaching effectiveness (strengths, areas for growth; instructional design skills, instructional delivery skills, course management skills, courses taught by semester)	Publications	College boards or committees	Number of students you advise/mentor, advising techniques (how you assist students in course selection or careers)
Professional goals	Awards or grants	Leadership initiatives	First-year advising
Examples of course syllabi and revisions in course syllabi/materials/organization based on student ratings and/or class observations	Conference attendance/presentations; making keynote or invited addresses; conducting professional workshops	Faculty Senate	Orientations
Examples of ways you assess student learning outcomes including global learning outcomes; use of rubrics; providing meaningful feedback to students	Research projects Exhibitions	Advisor to student organizations	
Curriculum vita	Book/manuscript reviews	College-sponsored outreach activities/service; Contributions that relate to the mission and values of the College	
Two letters of reference (one from department chair or program director and one from a full-time colleague) Letters from students are optional	Professional affiliations	Applying academic expertise in the local, state, or national community without pay or profit	
Examples of how you have integrated tenets of global citizenship and the pillars of academic excellence, social responsibility, and/or creative expression into your courses	Curriculum development including collaborative courses and programs	Attendance at Open Houses, Family Day	

Instructional design skills

- Preparing learning objectives and global learning student outcomes
- Developing syllabi according to College's requirements
- Developing handouts and instructional support materials
- Properly using media and other forms of instructional technology
- Organizing lectures and presentations for maximal instructional impact
- Planning for differentiated instruction

Instructional delivery skills

- Techniques to motivate students
- Oral presentation skills
- Written communication skills
- Skills in using various forms of information technology
- Documented study of curricular and pedagogical issues, and incorporation of this information into the classroom

Course management skills

- Ordering and configuring lab equipment
- Arranging for and coordinating guest lecturers
- Placing reading on library reserve
- Arranging field trips
- Posting course information/resources on line
- Grading papers/exams; general course paperwork

Notes

Individual faculty members seeking promotion will make the determination for the weights in the scholarship, service, and advising categories for a total weight in all four categories to equal 100%. In this manner, a faculty member with strengths in one area could weight that category slightly higher than another.

Indicators under the Teaching category are mandatory in the application for promotion. Examples are given on the second page and although a portfolio format is preferred, the organization and presentation of the application for promotion is left to the discretion of the faculty member.

All categories listed for promotion review are derived from the Faculty Contract and the criteria for each were developed by the Faculty Standards Committee. These criteria can currently be found on BEN.

Examples of applications/portfolios may be requested through Dr. Fuller's office.

Criteria for Promotion

From Assistant to Associate Professor

Promotion to the rank of Associate Professor is based upon evidence of the candidate's:

- Demonstrated effectiveness in teaching, scholarship, service, advising and any other assigned duties;
- Achievement in scholarship and creative activity that establishes the individual as a significant contributor to the field or profession, with potential for distinction;
- Appropriate balance of institutional and professional service.

For promotion to Professor

Promotion to the rank of Professor is based upon evidence of the candidate's:

- Distinction in teaching, service, advising, and any other assigned duties as evident in continuing development and sustained effectiveness in these areas, new and innovative teaching, curricular development, and recognition;
- Distinction in scholarship, as evident in the candidate's wide recognition and significant contributions to the field or profession;
- Exemplary institutional and professional service, and an appropriate balance between the two