

Faculty Portfolios

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Introduction:

The American College of Kosova believes that quality instruction is foundational to its mission and that such teaching is made possible and sustained through three interrelated activities and attainments: academic and professional qualifications, scholarship, and service. Good teaching rarely if ever happens accidentally. It is the direct result of a teaching-learning partnership involving self-scrutiny, evaluation, and institutional/faculty dialogue.

The purpose of this policy is to outline and explain the use of faculty portfolios as a means for individual and institutional growth and achievement.

The faculty portfolio has three functions:

- A. To track faculty achievements for institutional use in accreditation, community outreach, and support.
- B. To guide administrative decision-making processes concerning employment and promotion.
- C. To support the personal growth of faculty members through a clear statement of institutional objectives and standards.

A. Faculty Work:

1. Academic and Professional Qualifications: These achievements include past and present professional and career experiences, professional recognition in the form of licenses, honors, degree attainments, and efforts directed toward professional and career development.
2. Scholarship: Research and creative activities, peer-reviewed publication, consultation in specialized areas, and the development of curricular and learning strategies.
3. Service: Working with students as an advisor or mentor, working with student groups or organizations, serving on RIT/A.U.K committees or in organized research groups.

B. Portfolio Components:

These materials must be submitted to the Office of Academic Affairs no later than October 1st of each year.

1. Current CV.

2. Statement of Teaching.
3. Statement of Current Research Interests/Projects.
4. Representative student evaluations from courses taught within the last calendar year.
5. Syllabi of all courses taught in preceding year.
6. Faculty member's written self-evaluation and evidence of performance. This includes a plan of work for the coming year and a discussion of the achievement of goals in the previous plan of work.
7. Observations/past teaching.

C. Review Process:

1. Each member of the faculty will have an annual review. This process will begin on November 1st and end on March 1st of each academic year.
2. The performance categories for all faculty members are: Outstanding, Very good, Satisfactory, Needs Improvement, and Unsatisfactory.
3. Each full-time faculty member will receive a written evaluation from the Director of Academic Affairs. Part-time faculty members will receive a written evaluation from their Unit Heads. Faculty members will be rated based on objective criterion which will be articulated in the written evaluation. Faculty members will not be rated by comparison to other faculty members activities or achievements.
4. These evaluations will be submitted to the President of RIT/A.U.K or the President of RIT/A.U.K/Director of CMS in the case of RIT faculty for comment and approval. After approval and signature, these documents will be added to the faculty member's file at Academic Affairs.
5. The faculty member and Director of Academic Affairs will then meet to discuss this evaluation.