**Performance Review and Professional Development**

**Self-Assessment**

**and**

**Portfolio Preparation for**

**Teaching Faculty**

As part of the periodic performance review, the faculty member being reviewed will write a self-assessment concerning the strengths and weaknesses of his/her performance and will describe any plans for improvement. The Faculty Performance Review Process (FPRD) includes two avenues for faculty members to participate in the performance review and professional development process, a self-assessment and a portfolio.

Beginning this year, all faculty performance reviews will utilize the LCC Learning Management System (LMS). Each step will be completed using this system, and no paper reviews or professional portfolios will be accepted. The faculty member will receive information about an online training explaining how to access review forms and upload portfolio content.

This document provides details for completing the self-assessment and portfolio.

**Completing the Self-Assessment**

The faculty member will complete each relevant section of the web-based form indicating his/her self-assessed performance level (“Self”) for each of the listed criteria using the following scale:

**4 – Highly Effective**: I have a command of this practice and can be a model for others.

**3 – Effective**: I consistently incorporate this into my practice.

**2 – Developing**: I incorporate this into my practice, but inconsistently.

**1 – Opportunity for Improvement**: I do not or I struggle to incorporate this into my practice.

**N/A –** This is not applicable to me.

The faculty member will need to include “Comments” or additional information in the spaces provided.

In Part II of the form, full-time faculty members should identify or provide “Documentation/Evidence” to illustrate and support their self-evaluation ratings where indicated.

**Developing the Portfolio**

The review process also includes a written professional portfolio. The ***Professional Portfolio – Teaching Faculty*** will be comprised minimally of the following items:

All items below (A through I) are required from full-time faculty members. Part-time faculty members are to include items A through F with remaining items G, H, and I as optional.

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Description** |
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|  | Curriculum Vitae (CV) | A typical CV will include:   * Name and Contact Information * Areas of Interest: a listing of your varied academic interests * Education: a list of your degrees earned or in progress, institutions, and years of graduation. You may also include the titles of your dissertation or thesis here. * Grants, Honors, and Awards: a list of grants received, honors bestowed upon you for your work, and awards you may have received for teaching or service * Publications and Presentations: a list of your published articles and books, as well as presentations given at conferences. If there are many of both, you might consider having one section for publications and another for presentations. * Employment and Experience: this section may include separate lists of teaching experiences, laboratory experiences, field experiences, volunteer work, leadership, or other relevant experiences. * Scholarly or Professional Memberships: a listing of the professional organizations of which you are a member. If you have held an office or position in a particular organization, you can either say so here or leave this information for the experience section. |
|  | List of Professional Growth Activities | Include the activities in which you have participated during the last several academic years or since your last performance review.  This may include attendance at conferences, seminars, workshops, and other offerings that were part of professional development. |
|  | List of Professional Goals | Include the goals you wish to achieve before the next scheduled performance review (also include any resources needed to achieve the goals). |
|  | Section Syllabi | Include several representative Section Syllabi for course(s) that you have taught during the last several academic years or since your last performance review. |
|  | Assessments, Assignments, Exams, or other Materials | Include several representative assessments, assignments, exams, or other materials that you employ to evaluate and assess student learning in courses that you teach. |
|  | Student Feedback (IDEA)/Student Success Reflection | * Your Division Office will provide you with data reports regarding 1) *Student Success Rates* and 2) *Grade Distributions* for sections you taught during the last several academic years or since your last performance review.   All reviewed Faculty Members must include grade distribution and student success date in their portfolios.   * You are asked to review again the *IDEA* *Summary Evaluation of Teaching Effectiveness* reports that you previously received for these same sections. You may request copies of IDEA reports from your Division Office. Copies of IDEA reports need NOT be included in the portfolio. * OPTIONAL: Following the review of the above materials, you are encouraged, but not required, to include a brief reflection or narrative:   1. Sharing your understanding or analysis of this feedback/data (how the feedback/data reflects or informs the effectiveness of your teaching).   2. Addressing what, if any, actions you may take to either improve or maintain such results. You may wish to include any such action plans in their *List of Professional Goals* (see C. above). |
|  | Narrative or other evidence to accompany the “List of Professional Growth Activities” | Include a narrative or other evidence to support your List of Professional Growth Activities to explain how you have implemented what you learned from these activities to teaching, learning and/or other professional work. |
|  | Narrative or other evidence identifying and/or describing any New Teaching and/or Learning Methods | Include details on new methods you have either adopted or adapted into your course(s) during the last several academic years or since your last performance review. |
|  | Statement of Teaching, Learning, and Service Philosophy | Include a statement of your teaching and learning philosophy. |

The Teaching Faculty Member will upload the Professional Portfolio at least one (1) week prior to the prior to the Comprehensive Final Review Meeting with the Dean/Designee.