Developing an Academic Portfolio for Fixed Term Faculty

Introduction

College of Human Medicine (CHM) faculty members applying for promotion are encouraged to carefully review the specific requirements for the preparation of an application. Faculty members are responsible to familiarize themselves with their department timelines, procedures and criteria prior to submitting a request for promotion and/or completing the required forms and other documentation required by the College/University.

All University and/or College forms, instructions and documentation requirements can be found at:  [http://www.chmfacultyaffairs.msu.edu/facultypromotion.html](http://www.chmfacultyaffairs.msu.edu/facultypromotion.html)

The Academic Portfolio

An Academic Portfolio is defined as a compilation of evidence of the quality of the applicant’s work in the areas of review outlined below: Instruction, Research and Scholarly Activity and Service. In addition to the required university/college promotion application forms and required documentation, the College of Human Medicine requires a complete academic portfolio which should be less than 500 pages total. The applicant should collect, assemble and organize significant academic products and other supporting documents which would represent their best work in the areas of review, during the review period.

What follows are examples of documents and other supporting materials that may be included in an academic portfolio. Each applicant’s portfolio will vary as a function of their appointment type and assigned effort in each of the review areas and as outlined in the promotion criteria.

1. INSTRUCTION

Examples of documents and other supporting materials as evidence of quality in Instruction:

- Course, clerkship, workshop and seminar teaching evaluations/comments
- External and/or internal letters documenting excellence in quality of teaching
- Copies of syllabi, handouts, examinations, and other instructional materials you developed
- Educational software or web sites you developed
- Summary of advising and mentorship activities; evaluations from mentees
- Workshop and seminar handouts
- Participation and roles in curriculum revisions
- Awards, honors or other recognition for excellence in teaching
2. RESEARCH AND SCHOLARLY ACTIVITY

Examples of documents and other supporting materials as evidence of quality in Research and Scholarly Activity:

- Books, chapters or monographs (published)
- Peer-reviewed manuscripts (published)
- Peer-reviewed posters, abstracts (published), presentations
- Professional meeting peer-reviewed oral presentation handouts
- Invited oral presentation handouts
- Grants/contracts submitted and Notice of Grant Awards received
- Reviews or evaluations of peer-reviewed scholarly products
- Journal rankings & citation analysis
- External and/or internal letters documenting excellence in research, creative and scholarly activity
- Awards or other recognition for research/scholarly excellence
- Unsolicited testimonials, letters, e-mails

3. SERVICE

Examples of documents and other supporting materials as evidence of quality in Service:

Clinical Service (if applicable)

- Clinical excellence ratings by patients, peers, and supervisors
- Practice-based performance data
- Board and relevant skills certification
- Summary of professional development activities
- Being highly sought for clinical services
- Evaluations by colleagues of excellent patient care
- Leadership in development of innovative clinical practices
- Achieving national benchmarks for clinical productivity
- Participation in quality assurance programs
- Awards or other recognition for clinical excellence
- Unsolicited testimonials, letters, e-mails, etc.

Administrative/Committee Service

- Summary of administrative leadership appointments
- Excellence in department, college and university task forces or ad hoc assignments
- Products generated by administrative service
- Excellence in administrative leadership appointments
- Awards for excellence in administrative service or other forms of professional recognition
- Invited presentations to other professional audiences, communities
- Elected or appointed positions in the department, college or university ad-hoc or standing committees
- Leadership positions in the department, college or university
- Products generated by committee service
- Excellence in committee service
- Awards for excellence in committee service or other forms of professional recognition
- Unsolicited testimonials, letters, e-mails, etc.
Professional Service
- Participation in local, state, regional, national and/or international professional organizations
- Elected or appointed positions in professional organizations
- Committee memberships and memberships on review or accreditation teams
- Reports written and submitted
- Grants received in support of the organization
- Editorial positions, review boards and ad hoc review requests
- Programs and conferences planned and coordinated, coordinated or served on a panel or chaired a session
- Awards for excellence in committee service or other forms of professional recognition
- Unsolicited testimonials, letters, e-mails, etc.

Broader Community Service (if applicable)
- Participation in local, state, regional, national and/or international community activities as a representative of the University (i.e., Outreach, MSU/Extension, Internal Studies and Programs, Urban Affairs Programs, community agencies, governmental agencies, etc.)
- Leadership positions
- Changes or improvements in service, products, policies or practices
- Publications and presentations relevant to broader community service
- Awards for excellence or other forms of recognition
- Unsolicited testimonials, letters, e-mails, etc.