Developing an Academic Portfolio:
Health Programs and Non-Prefix 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. Applicants are responsible for familiarizing themselves with the specific application procedures and documentation required in their department’s promotion guidelines.

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

The Academic Portfolio

For College review, in addition to the required university promotion application forms and required documentation, applicants are required to provide an 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: Patient Care Service, Clinical and Pre-Clinical Teaching, Scholarly Productivity and Research and Institutional Service. The applicant should collect, assemble and organize significant academic products and other supporting evidence which documents the quality of his/her accomplishments 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 four review categories. **The complete promotion portfolio should be no more than 500 pages total.**

1. **PATIENT CARE SERVICE**

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

- Clinical excellence ratings by patients, peers, and supervisors
- Practice-based performance data
- Board and relevant skills certification
- Summary of professional development activities
- Evidence of being highly sought after for clinical services
- Evaluations by colleagues of excellent patient care
- Leadership in development of innovative clinical practices
- Evidence of achieving national benchmarks for clinical productivity
- Participation in quality assurance programs
- Awards or other recognition for clinical excellence
2. **CLINICAL AND PRE-CLINICAL TEACHING**

Examples of documents and other supporting materials as evidence of quality in Clinical and Pre-Clinical Teaching:
- Course, clerkship, workshop and seminar teaching evaluations/comments
- Letters from others documenting 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 teaching excellence

3. **SCHOLARLY PRODUCTIVITY AND RESEARCH**

Examples of documents and other supporting materials as evidence of quality in Scholarly Productivity and Research:
- Books, chapters or monographs published
- Peer-reviewed manuscripts (published)
- Peer-reviewed posters
- Professional meeting peer-reviewed and 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 letters documenting excellence in research, creative and scholarly activity
- Awards or other recognition for research/scholarly excellence
- Unsolicited testimonials, letters, e-mails

4. **INSTITUTIONAL SERVICES**

Examples of documents and other supporting materials as evidence of quality in Institutional Service:
- Documentation of excellence in department, college and university committee assignments
- Products generated by committee/administrative work
- Summary of committee and administrative leadership appointments/elections
- Participation in leadership development programs
- Participation in community activities
- Awards for excellence in committee service or other forms of professional recognition
- Participation in national, state, regional and local professional organizations
- Elected or appointed positions in professional organizations
- Participation in relevant community boards
- Invited presentations to other professional audiences, communities
- Awards for excellence in committee service or other forms of professional recognition
- Unsolicited testimonials, letters, e-mails, etc.

Ddm 7/28/14