Teaching Portfolio

AR II-1.0-5 12/16/00 Page 5 APPENDIX I Teaching Portfolio (University System) A. Teaching Evaluation The teaching portfolio is composed of a variety of materials related to teaching and advising collected and maintained by the faculty member. It serves as an instrument for review, evaluation, and improvement of teaching and advising. The teaching portfolio enables faculty to describe their teaching assignments, methods, and circumstances, which - of necessity - vary widely in a complex university environment. The portfolio concept encourages faculty to submit a variety of materials that describe, explain, and assess teaching, advising, and related activities. Just as publications, extramural grants, and peer evaluations testify to the nature and quality of a faculty member's research, materials contained in the portfolio document the nature and quality of a faculty member's teaching and advising. The following items are required for documentation of teaching: 1. A brief reflective statement by the instructor which describes teaching and advising assignments, sets forth philosophies or objectives, and provides whatever information may be necessary to provide colleagues with a context for interpreting and understanding the other evaluative information. 2. For each semester under review, a list of all courses taught, with the title, course number, number of students enrolled, and - for each different course - a short description. 3. Representative course syllabi. 4. A quantitative and qualitative summary of student evaluations. The following items are suggested but not required: 1. Materials prepared for teaching activities, such as assignments, exercises, handouts, examinations or other assessment materials. 2. Indicators of student learning: such as examples of graded work; reference to students who succeed in advanced courses of study and/or who earn academic awards; accomplishments of former students; evident of learning by use of pre- and post-testing procedures. 3. Evidence of peer regard: colleague class visitation reports; peer evaluations of course content, materials, assignments, and practices. 4. Documentation of teaching-related activity: curriculum and course development; consulting work; innovative teaching methods; participation in teaching programs of other units or at other universities. 5. Evidence of recognition: teaching related grants; publications related to teaching and advising; teaching awards and honors. 6. Enumeration and description of work with individual students: supervision of Honors students, graduate students, independent or experiential learning; consultation with students outside the department. B. Advising Evaluation Where advising is a portion of the faculty member's usual assignment, evaluation should include the extent of advising and its quality along with an indication of the grounds for evaluation. The portfolio must include the following items: 1. A section of the reflective statement which describes the nature and extent of advising and any other information necessary to provide colleagues with a context for evaluation of advising. 2. For each semester under review, the number and level of undergraduate and graduate program...
advises, and a list of masters and doctoral students for whom the instructor served as a member of a thesis or advisory committee. 3. A list of those students for whom the professor served as preceptor, or director of a thesis or dissertation. 4. Summary of activities associated with student organizations and service on student-faculty committees. 5. Student evaluation of advising.* The following item is suggested but not required: Evaluation of advising by unit colleagues or administrators. AR II-1.0-5 – 52

* Since the evaluation of advising is still under discussion in the College of Nursing, faculty provide a list of current advisees and their email addresses, so the Dean’s Office can solicit confidential feedback for inclusion in faculty review materials.

Reflective Statement

The purpose of the questions that follow is to help you develop the reflective statement for your teaching portfolio. Where appropriate, provide descriptive examples.

1. What are your teaching responsibilities (classroom, laboratory, clinic, bedside)? What do you teach?
2. How do you teach? How would you describe your teaching style? Your teaching methods? What is the value to students of your teaching style?
3. Describe major projects, assignments, clinical experiences, or other activities used to support or help students learn. In what way did these activities foster student learning?
4. Provide specific examples of how you motivate your students to learn.
5. How would students describe you to other students? What would you like them to say?
6. How would students describe your availability to them? How do you let students know of your availability?
7. How do you maintain a current knowledge base in your discipline and change your courses to reflect that knowledge? How do you use your research or clinical practice to inform your teaching?
8. How do you assess your instructional efforts? Describe the information you collected and how the information influences your teaching.
9. Describe activities you have engaged in to enhance your teaching effectiveness.
   a) Workshops, conferences, or presentations attended related to teaching. For each activity, indicate who conducted it, the topic, and how it influenced your teaching.
   b) What reading have you done to enhance your teaching?
10. What are your future instructional goals or plans for enhancing your instructional activities?
College of Nursing Procedures for Appointment and Promotion

Appointments

Recruitment of Faculty

As a part of "An Equal Opportunity University," the University of Kentucky College of Nursing will advertise all faculty vacancies so that applicants are solicited from as wide a constituency as possible. The dean's office will assume responsibility for placing such advertisements and will keep a file of all such advertisements.

The dean's office forwards faculty applicant materials (cover letter and curriculum vitae) to the Faculty Search Committee for electronic circulation to all full time faculty of the College. Full time faculty have the opportunity to provide written feedback to the Search Committee within 5 business days of the email. The Faculty Search Committee reviews written feedback from faculty. The Search Committee may decide to contact the applicant to clarify issues and obtain more information. The Faculty Search Committee request letters of reference from applicants invited to campus and may ask the applicant to submit teaching evaluations prior to the campus visit.

With information from faculty and the applicant, the Search Committee makes a recommendation to the dean whether to invite the applicant for a campus visit. The dean's office sends either a rejection letter or a packet of recruitment materials to the candidate prior to the campus interview.

Faculty, staff, and students receive copies of the candidate's CV, interview schedule, and an evaluation form. During and after the campus visits, participating faculty, staff, and students are asked to complete and send a Faculty Candidate Recommendation form to the chairperson of the Faculty Search Committee. The Search Committee reviews all feedback and makes a recommendation to the dean.

For faculty applicants interviewed through associate deans or search committees other than the Faculty Search Committee, the process may vary.

Faculty Candidate Recommendation Form (pdf)

Dossier Review
1. Eligible faculty are invited to review the appointment materials as stated in the University Governing Regulations Part VII.B.5, page VII-11-12.

2. PATA reviews the completed dossier including letters from consulted faculty.

3. Dean reviews the completed dossier including letters from consulted faculty and PATA.

Promotion, Appointment and Tenure Advisory Committee (PATA)

1. The PATA Committee is responsible for developing a recommendation to the dean regarding the qualifications of faculty candidates applying to the rank of associate professor or professor. In order to perform this function, the PATA Committee will receive the following items:

   a) Curriculum Vitae
   b) Letters of reference
   c) Letters from consulted faculty and students
   d) Teaching evaluations if available
   e) Evidence of scholarly and/or creative productivity
   f) Information concerning position for which applicant is being considered.

2. The dean's office notifies the chairperson of the PATA Committee when the above information is available for review by the Committee.

3. The chairperson of PATA will call a meeting of the committee at a time convenient for the membership and responsive to the needs of the program regarding the recruitment and appointment of faculty.

4. After review of all materials, the chairperson of PATA sends a letter to the dean with the recommendation of the committee.

Completion of Process at College Level

The dean signs the Notice of Academic Appointment and Assignment form after the new faculty member has signed it. The dean forwards the signed appointment form with appropriate appointment materials either to the provost or in the case of initial appointments at the ranks of associate professor or professor to the Medical Center Clinical Sciences Academic Area Committee, an advisory committee to the provost.

Promotions and/or Tenure

Initiation of the Process and Dossier Development

1. Recommendations for promotion and/or tenure may be initiated by the person to whom the individual is responsible, or they may be self initiated. Regardless of who initiates the recommendation, the individual involved, her/his reporting administrator, and the dean shall be notified when the recommendation is initiated.
2. University regulations require a minimum of six letters from outside reviewers. The faculty member will provide at least two names and contact information to the dean's office. The dean will provide at least four names of outside reviewers. All letters of evaluation will be solicited by the dean's office, including evaluation letters from students whom the faculty member has taught.

3. The faculty member will update his/her curriculum vitae so that it accurately reflects his/her professional career.

4. The faculty member will compile information and credentials in four basic areas: teaching, research and/or other creative productivity; university and public service; and professional status and activity.

Dossier Review

1. After all of the outside reviewer letters have been received, the faculty member's promotion and/or tenure materials will be available for online review by all tenured faculty. In the case of promotions to associate professor with tenure, promotions to full professor, or granting of tenure, all tenured faculty must submit a letter of evaluation regarding the promotion and/or tenure to the dean.

2. For promotions from instructor to assistant professor, those assistant professors and non-tenured associate professors with two or more years of service will also be invited to review the candidate's materials. If a faculty member (tenured or non-tenured) elects to review the dossier, he/she assumes the responsibility for forwarding a letter of evaluation regarding the promotion to the dean's office.

3. Individual letters from graduate students will be included in the review.

4. Where appropriate, the Graduate Nursing Activities and Advisory Committee (GNAAC) will be notified that the faculty member's promotion materials are available for review. At the committee's request, the dean may consult with them regarding the candidate's promotion and/or tenure. If the committee members wish to meet with the candidate, the student chairperson should arrange a convenient time with the candidate. After the committee has completed its review, the chairperson will forward the committee’s evaluation letter to the dean. Any written judgments or related materials submitted by this student group will be included in the materials submitted regarding the candidate's promotion and/or tenure.

5. After the letters from the consulted faculty, individual students, and student committee are received, they will be available to the PATA Committee for review. The PATA committee will review all materials and forward its letter to the dean.

6. In the case of promotion from lecturer to senior lecturer, a modified dossier including student evaluations of teaching, performance reviews, and documentation of support from the appropriate associate dean will be forwarded to PATA for its review. PATA will send its letter to the dean.

7. All letters regarding promotion and/or tenure will be addressed to the dean and must contain an unambiguous statement about whether to recommend or not recommend the promotion and/or tenure.
Promotion, Appointment and Tenure Advisory Committee

1. The PATA Committee is responsible for developing a recommendation to the dean regarding the qualifications of faculty for promotion to the next highest academic rank. The PATA Committee will review the following items for the faculty member being considered for promotion and/or tenure:

   a) Curriculum vitae
   b) A minimum of six letters from reviewers outside of the university; two from sources identified by the faculty member and four from sources identified by the dean
   c) Letters from consulted faculty and students solicited by the dean
   d) Results of performance reviews from the past three years
   e) Information regarding the four basic areas of teaching; research and/or other creative productivity; university and public service; and professional status and activity

2. The chairperson of the PATA Committee will be notified by the dean's office when the above information is available for review by the committee.

3. The chairperson of the PATA Committee will call a meeting of the committee at a time convenient for the membership and responsive to the needs of the program regarding the promotion and/or tenure of the faculty. The PATA Committee, or members thereof, may wish to interview the candidate for promotion and tenure; and if so, they should arrange a convenient time for them and the candidate.

4. Following the PATA Committee meeting, the committee chairperson will forward to the dean's office a letter of recommendation regarding the qualifications of the candidate for promotion and/or tenure to the appropriate academic rank.

Completion of Process at College Level

1. After the faculty, student, and PATA reviews are completed and the letters of recommendation have been forwarded, the dean will review all of the available material pertaining to the promotion and/or tenure.

2. In a promotion from instructor to assistant professor, the dean will make the decision to promote or not to promote the candidate. If the decision is to promote the candidate, the dean will forward the signed promotion Notice of Academic Appointment and Assignment form reflecting the promotion to the provost.

3. If the decision is not to promote the candidate, the dean will notify the candidate as to the reasons for this decision.

4. In a promotion from assistant to associate professor, from associate to professor and/or the granting of tenure, the dean prepares a recommendation letter to the provost after a review of the candidate's complete dossier and forwards the dossier with the
recommendation letter to the Medical Center Clinical Sciences Academic Area Committee, an advisory committee to the provost.

5. In the event the dean feels it necessary to depart from the recommendations of the College faculty, he/she must communicate the College faculty's recommendations as well as his/her recommendations in the letter to the provost and notify the faculty of this action.

6. In the case of a promotion from lecturer to senior lecturer, the dean forwards a letter to the provost who makes the final decision without reference to an Area Committee.

**CON Criteria by Title Series (pdf)**

**Voluntary Faculty**

A. "Voluntary faculty employees have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary. Such faculty members usually are self-employed or hold full-time positions with other institutions and agencies. The procedures for appointment, reappointment and promotion of voluntary faculty at the various academic ranks generally parallel those for the tenure-eligible title series, except for those procedures prescribed below, and that outside letters of evaluation, faculty letters of evaluation and reference to an Area Committee are not required for appointments, reappointments, and promotions.

1. An educational unit administrator will bring the name, C.V. and completed Voluntary Faculty Application form of a potential voluntary faculty member to a regularly scheduled meeting of the unit faculty or, upon delegation by the unit faculty, a meeting of the faculty of a division within the educational unit. The educational unit administrator will propose a suitable rank for the individual under consideration. The faculty will discuss the individual’s background and credentials, and will vote on the candidate’s suitability for the appointment at a specific rank.

2. If three quarters majority of the educational unit faculty support the appointment, the educational unit administrator will notify the dean.

3. The dean will appoint, by letter, the individual as a Voluntary Faculty employee. The appointments will be annually renewed by the dean up to a five-year period, unless the voluntary faculty employee had any licensure or malpractice issue, unless the dean received an unfavorable report, or unless a majority of the voting faculty of the educational unit votes that the appointment not be renewed. The faculty of the educational unit may at any time consider the qualifications of a voluntary faculty employee for promotion to higher rank. Reappointment beyond five years shall be reinitiated as described in steps 1 and 2, above.
4. The educational unit administrator will review the records and participation of the voluntary faculty employees on an annual basis to assess the level of involvement and any licensure or malpractice issues and will bring to the attention of the faculty any individuals whose accomplishments merit consideration for promotion.

5. The dean will report all voluntary faculty appointments to the Board of Trustees at least on an annual basis.

6. In rare cases where the proposed voluntary faculty employee requires attending privileges at the University of Kentucky Hospital, the dean will forward the nomination to the Chief Medical Officer. The Chief Medical Officer will confirm that the individual has the appropriate credentialing and will initiate the internal process to obtain approval by the Board of Trustees.

7. Criteria for academic ranks of voluntary faculty shall be approved by the dean, acting on the recommendation of the faculty of the initiating educational unit. Voluntary faculty employees are not eligible for tenure, faculty benefits, and membership in the University Senate or election to the Board of Trustees. However, faculty membership, with or without voting privileges, may be extended to voluntary faculty by the faculty of the educational units to which they are assigned."

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Criteria for Appointment

1. Member of nursing profession
2. Meets same requirements for faculty rank as regular faculty
3. Makes specific ongoing contributions to the educational programs of the College of Nursing
4. Understands and supports the philosophy of the College
5. Those persons whose primary responsibilities are in the graduate program should meet the criteria for appointment to the graduate faculty.
6. It is preferred that the individual have been employed in her/his current position for a minimum of one year.

Appointment Procedure

1. All recommendations for voluntary faculty candidates should be made by an associate dean or by a member of the College of Nursing faculty through the appropriate associate dean.

   a) When a faculty member would like to recommend someone as a voluntary faculty member, he/she should obtain a CV from the applicant and discuss
the recommendation with the course group or specialty team with whom the voluntary faculty member would most often teach. If the faculty group concurs with the recommendation, a letter with rationale should be sent to the appropriate associate dean.

b) If an application is received without a recommendation, the coordinator for academic affairs will contact the individual to explain that the application procedure requires a recommendation from a faculty member of the College of Nursing. If the individual wishes to pursue the application, the applicant will be referred to the appropriate associate dean.

2. If the associate dean supports the candidate, the CV, letter of rationale, and associate dean's letter recommending a proposed rank will go forward to the dean with a copy of the associate dean's letter to the faculty member who made the recommendation.

3. If the dean supports the recommendation, she will forward all materials with the recommendation letter from the associate dean to the coordinator for academic affairs who will send a voluntary faculty application and appointment form to the candidate for completion.

4. The coordinator for academic affairs will send the completed application and appointment form along with the dean's letter of recommendation to the provost's office.

Criteria approved by Administrative Council 4/20/81.