

# Portfolio Notebook 1 Content Outline

**Tab 1: General Information** (Please put these in the following order within the portfolio)

- Signature and Recommendation Page (Attachment A)
- Promotion & Tenure Application (Attachment B)
- Original JSU Contract
- School or Program policies on promotion & tenure
- Curriculum Vitae
- Faculty Annual Reviews
- Letters of support by at or above rank faculty, department head, and dean

1

Report generated  
in Digital  
Measures: Vita

## Running Vita report in the Digital Measures

Search All Activities...

Review a guide to manag

▼ **General Information**

- Personal and Contact Info
- Administrative Data - Per
- Work History
- Administrative Assignmen
- Awards and Honors
- Consulting
- Annual Activity Narratives

▼ **Teaching**

Rapid Reports PasteBoard

### Rapid Reports

Select a report template, date range and file format, then run the report.  
**Rapid Reports are generated using only your own data.**

Report: Vita

Start Date: Jan 01 2006

End Date: Sep 31 2020

File Format: Microsoft Word (.doc)

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel Run Report

## Tab 2: Teaching, Advising, & Professional Effectiveness for Librarians

Provide evidence of teaching quality, curriculum development/engagement, professional development, advisement activities, honors/awards, or professional effectiveness of librarians:

- 1  Self-reflection of teaching effectiveness and advisement → Annual Activity Narratives
- 2  Trended data analysis for teaching activities and advisement (Attachment C) → Scheduled Teaching
- Copies of model syllabi (no more than five)
- Include a Summary/Sampling of Teaching Evaluations

## I. The “Edit Annual Activity Narratives” screen

### Edit Annual Activity Narratives

Academic Year  
2020-2021

**Teaching**

**B** **I** **U**  $x^2$   $x_2$  ↶ ↷ ↲ ↳

**Research**

**B** **I** **U**  $x^2$   $x_2$  ↶ ↷ ↲ ↳

**Service**

**B** **I** **U**  $x^2$   $x_2$  ↶ ↷ ↲ ↳

## II. The “Scheduled Teaching” screen

Awards and Honors  
Consulting  
Annual Activity Narratives

Professional Memberships  
Workload Information

### Teaching

Academic Advising  
Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught  
**Scheduled Teaching** ←

### Scholarship/Research

Artistic and Professional Performances and Exhibitions  
Presentations

### Tab 3: Scholarly Activities and Creative Work

Provide evidence of scholarship and creative works, including honors/awards (Boyer Model of Scholarship includes: discovery, integration, application, and teaching):

1  Self-reflection of scholarly activity or creative work, including how you meet the criteria for the rank to which you are applying based upon university and school/department policy. This discussion should assist the reviewer who may not be an expert or familiar with your discipline

Annual Activity Narratives

2  Listing of scholarly activity or creative work (most recent first)

All screens in the "Scholarship/Research" Tab

## The "Scholarship/Research" tab

### ▼ Scholarship/Research

Artistic and Professional Performances and Exhibitions	Presentations
Contracts, Fellowships, Grants and Sponsored Research	Research Currently in Progress
Intellectual Contributions	Biographical Sketch - NIH   NSF
Intellectual Property (e.g., copyrights, patents)	

### ▼ Service

Department	Professional
School	Public

### Tab 4: Service/Community Engagement

Provide evidence of service activities including honors/awards:

1  Self-reflection of service/community engagement activities at all levels, including the department/school, university, community, and profession. This discussion should include the specific individual contributions to the academic program, students, school, university, profession, the community, and/or the public

Annual Activity Narratives

2  Listing of service activities (most recent first)

All screens in the "Service" Tab

## The "Service" tab

Intellectual Property (e.g., copyrights, patents)

### ▼ Service

Department	Professional
School	Public
University	

## Tab 5: Collegiality

1. Self-Reflection of Collegiality in the "Collegiality Tab"

To provide evidence of collegiality:

Self-reflection of collegiality

2. Letters Supporting Collegiality & Other Evidence

## I. The "Edit Collegiality" screen – Entering the "Self-Reflection of Collegiality"

**Edit Collegiality** Cancel Save Save + Add Another

Academic Year  
2019-2020

Self-Reflection of Collegiality

**B** *I* U  $x^2$   $x_2$

Throughout my career at JSU, I have been fortunate to have access and connection to great teachers who are also my great mentors and true friends. Through them, I have found guidance in developing my teaching philosophy and research skills, as well as the supports I need in building collective and individual capacity. I really appreciate the collegial opportunities I have from my colleagues cross multiple disciplines. Through exchanging knowledge and ideas with them, we can make the most adequate decision and adjustments on our teaching pedagogy to improve students learning.

For me, establishing a dependable reputation among colleagues and in the JSU

## II. Fields to attach "Letters Supporting Collegiality" & "Other Evidence"

**Edit Collegiality** Cancel Save Save + Add Another

For me, establishing a dependable reputation among colleagues and in the JSU communities of practice is important. I am honored to work with the most intelligent educators in several University committees and projects, such as the JSU "Re-Imagining the First Year of College Committee," the Distance Education Advisory Council, and the Digital Measures implementation team. Those projects have significant impacts on student's learning and to JSU community. I really enjoy contributing my skills in a willing, diligent, and constructive manner to joint tasks and to achieve the shared goals.

> Letters Supporting Collegiality (1)

> Other Evidence (1)