

## **Developing an Academic Portfolio**

### Introduction

College of Human Medicine (CHM) faculty members applying for reappointment, promotion and/or tenure 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 reappointment, promotion and tenure guidelines.

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

### The Academic Portfolio

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: Instruction; Research and Scholarship; Clinical and Professional Service; and Committee and Administrative 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. INSTRUCTION**

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

- 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 excellence in teaching

## 2. RESEARCH, CREATIVE AND SCHOLARLY ACTIVITIES

Examples of documents and other supporting materials as evidence of quality in Research, Creative and Scholarly Activities:

- 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
- Unsolicited testimonials, letters, e-mails

## 3. SERVICE

Examples of documents and other supporting materials as evidence of quality in Clinical, Professional and Institutional Service:

### **Clinical 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

### **Professional Service**

- Participation in national, state, regional and local professional organizations
- Elected or appointed positions in professional organizations
- Manuscript, annual meeting, and grant review activities
- Consulting and technical assistance activities
- Participation in relevant community boards
- Expert consultant to media
- Invited presentations to other professional audiences, communities
- Service awards
- Unsolicited testimonials, letters, e-mails, etc.

### **Committee and Administrative 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
- Unsolicited letters, e-mail, etc. documenting excellence in committee and administrative service