

## RPT Portfolio

1. For service work, consider the following:
  - Develop a reputation as a thoughtful and engaged committee member. Attend meetings regularly, be prepared for meetings and make productive comments in committee meetings. Volunteer to take on tasks or organize activities for the group.
  - Document initiatives you have led.
  - If your service work is not prominent on campus, be sure to document the types of work you do so that others reading your portfolio will understand your contribution to the College.
  - As you progress in your career, take on leadership roles on campus.
2. With regards to conferences:
  - Attending conferences is an important professional development activity. However, with limited funding for professional development it is very important that you are presenting papers at conferences to maximize the experience.
  - Carefully consider the conferences you attend. You might find that repeated attendance at the same conference does not necessarily further your scholarly opportunities or provide new insights. Varying the types of conferences you attend may be more useful.
  - At the same time, developing networks and relationships in an organization may lead to leadership or other opportunities. In short, be thoughtful and about your conference attendance and use your PARs and portfolio to document your intentionality about these decisions.
3. For the RPT portfolio:
  - Provide a document that tells your story and points out what you want the committee to see. Usually include supporting material since your last promotion or since you started at the College for your first promotion. But you could go back further to help tell your story.
  - Consider using a 3-4 page executive summary of your achievements for your RPT portfolio as part of your cover page or application correspondence.
  - Include documents that help build your argument.
    - i. For promotion, the contract calls for “*consistent performance and substantial achievement*” in each of the three areas of evaluation.
    - ii. For tenure, the contract calls for “*quality of current professional performance and promise of such future performance.*”
    - iii. The contract should not be read to be a checklist of items that, if submitted, will result in a positive decision.
  - Make sure your accomplishments fit in the right categories, to reduce questions.
  - Contracts: Include the last one you receive in a year (with all additional work included)
  - Be sure to contain information from the CV template, but you can deviate some from that.
  - Use your PARS to tell your story. Be sure to address the previous year’s PAR and evaluation.
  - Include full articles that were presented, submitted or published.
  - Consult with your senior faculty colleagues to see if they will share examples of their portfolios.
  - Be careful not to use acronyms for your professional organizations that others may not know about. Write your portfolio for a broad audience of your peers.
4. For the annual PAR:
  - Do not cut and paste your PARS from one year to the next or do a “Save as” to start next year’s. When this occurs, it is easy to not address goals you had or you may identify the same goals each year without follow up on them. Review last year’s PAR and Dean evaluation as you create this year’s PAR so that your report is reflective, responsive, and realistic.
  - Include documentation with the PAR in order to start building your RPT portfolio.
  - For your teaching reflection, cite specific examples and provide evidence of how you have adapted.
  - Show in your PAR how/where you met your goals from the past year.