

Rank & Promotion ePortfolio Instructions

Introduction

The Rank & Promotion ePortfolio will be used to present sufficient documentation demonstrating the faculty member's qualifications for the rank which is sought. The ePortfolio should build a case which supports the claim of excellence in teaching and which addresses among other areas, service and scholarly activities. These terms are operationally defined below:

Excellence or outstanding performance is demonstrated by significantly exceeding, in quality, expectations for continuing employment and by making a significant, positive impact on the institution. Excellence should be validated by convincing peers and understandable to a neutral observer.

Service is the application of dissemination of knowledge or use of skills (in one's role as a professional educator or in one's role as a specialist in a particular discipline) for the solution of problems and/or the advancement of the institution, the profession, and/or the community.

Scholarly and Creative activities are professional achievements including instruction that add to the sum of knowledge or to the effective dissemination of knowledge. They are activities which involve original, professional work which leads to a tangible result.

Instructions for Creating Your ePortfolio

1. **Follow** these R&P ePortfolio Instructions below from the [Rank & Promotions ePortfolio Instructions](#) page of the SMU website.
2. **Find** your R&P ePortfolio Canvas course shell in your **My Courses** list. If you don't find one, please contact Academic & Instructional Innovation (A&I).
3. **Click** on the **Modules** tab to see the ePortfolio sections (pages).
4. **Read** the requirements and criteria in this document for each section of your ePortfolio.
5. **Edit** each page with your information, and **Upload** documents to each section to support excellence. **Use** the templates found at [Rank & Promotions ePortfolio Instructions](#).
6. **Save** your page edits.
7. **Add People** who are on the R&P Review Committee as Teachers to submit your completed ePortfolio to them. You may remove these people after the R&P ePortfolio review is complete.

All DOCUMENTS must be uploaded to the correct section. Do not insert links or URLs.

File Naming

Uploaded documents should contain titles which describe the document. For example, the title to your CV should be "Your Name CV" (e.g. PuderCV), or your teaching evaluations should be titled: "Your Name Teaching Evaluations Course name and number and year" (e.g.Puder_Teaching_Evaluations_Neuroscience_OT618_2015).

It is best to use underscore characters between words instead of spaces, because spaces are often replaced with other characters in the title name.

Document Types

To maintain the integrity of your documents, pdf files should be uploaded whenever possible, however, other formats such as Word docs or Excel files are accepted as well.

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Faculty Name ePortfolio (home page)

Use this home page to introduce yourself. This can be a brief introduction. Here is an example:

I have created this ePortfolio to document my teaching, scholarship and service at Samuel Merritt University.

I have created various sections within this portfolio which contain evidence of my teaching, scholarship, and service accomplishments.

CV/Education/Training

The CV/Education/Training section **must** consist of:

1. A current CV. Please submit this information using the **CV template**.
2. Your opening statement - Faculty member's rationale for deserving the rank for which they are applying. This statement should include an explanation of how one's philosophy of teaching, service, and scholarly and creative activities meets the mission and goals of SMU.
3. Statement confirming that one's experience meets or exceeds the minimum qualifications for specific rank sought.
4. Statement confirming one's terminal degree (copies of degrees, license, professional certification, transcripts may be uploaded).

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Educational Philosophy

The Educational Philosophy section **must** contain a personal reflection regarding your educational/teaching philosophy.

Educational/Teaching Materials

The Educational/Teaching Materials section **must** contain:

1. A list of courses taught - include course number, course name, program, credit hours, number of students (approximate). Please use the **Course List template** to submit this information.
2. A representative sample of courses. This should include a brief overview of the course, course syllabus, sample lecture/ lab/ clinic educational materials, examples of assignments, exams, and student work (with names omitted).

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The Educational/Teaching Materials section **may** contain (if not already included within your CV):

1. A list of educational workshops/ non credit seminars attended. Please use the **Continuing Education template** to submit this information.
2. A succinct narrative of contributions to SMU development or revision of courses/programs.

Teaching Evaluations

The Teaching Evaluations section **must** contain:

1. A succinct summary and average yearly rating of teaching based on the student evaluations.
2. Yearly course student evaluations. Please use the **Course Evaluations from Students template** to submit this information.

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The Teaching Evaluations section **may** contain:

1. Peer review evaluation(s)

Annual Professional University Evaluations

The Annual Professional University Evaluations section **must** contain:

1. A summary of performance level from all annual evaluations since your last promotion. Please use the **Performance Evaluation template** to submit this information.

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Scholarship

The Scholarship section **must** contain evidence of scholarly and creative activities.

Evidence of scholarship can be categorized into 4 categories (Glassick 2000). Please refer to the SMU Faculty Handbook for complete explanations of these definitions.

1. Scholarship of discovery: this takes the form of primary empirical research, historical research, theory development and testing, methodological studies, and philosophical inquiry and analysis. It increasingly is interdisciplinary and collaborative in nature, across professional groups and within programs itself.
2. Scholarship of integration: this refers to writings and other products that use concepts and original works from a particular health professions program and other disciplines in creating new patterns, placing knowledge in a larger context, or illuminating the data in a more meaningful way. The scholarship of integration emphasizes the interconnection of ideas, and brings new insight to bear on original concepts and research.
3. Scholarship of application and service: components of the scholarship of practice include: development of clinical knowledge, professional development, application of technical or research skills, and service.
4. Scholarship of Teaching and Learning: is conducted through application of knowledge of the discipline or specialty area in the teaching-learning process, the development of innovative teaching and evaluation methods program development, learning outcome evaluation, and professional role modeling.

Applicants **must** submit a brief summary of their scholarship and describe to which of the 4 categories their research belongs. Include:

- a description of how the work has been both peer-reviewed and disseminated.
- a list of all scholarly and creative activities including abstracts, poster and oral presentations, papers, book chapters, invited guest lectures, creation of courses/workshops/seminars.
- one or two examples of scholarly work. You do not need to include ALL scholarly work.

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Service

The Service section **must** contain evidence of service within each of the 3 categories (if not included in your CV):

1. Service to Samuel Merritt University: A list of specific service to the University with explanations of contributions to SMU committees, special assignments or projects, or other specific student activities or services.
2. Service to your Profession: A list of professional activities with explanation of any service which benefits the faculty member's discipline(s) or profession in general.
3. Service to the Community: A list of community service with explanation of applications of the faculty member's professional experience which benefit the community and/or SMU.

You may use the **Service template** to submit this information.

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LORs

Letters of Recommendation can be directly uploaded to the LOR section, or the letter writer may submit the LOR directly to the R&P Chair for dissemination to committee members

For Promotion to Associate Professor:

The Letters of Recommendation section **must** include:

1. Letter of support from the Chair of your Department.

The Letters of Recommendation section **may** include:

1. Letters of support from colleagues at SMU or other institutions.
2. Any letters of acknowledgement for service/collaboration with colleagues.

For Promotion to Full Professor:

The Letters of Recommendation section **must** include:

1. Letter of support from the Chair of your Department.
2. Letters of support from colleagues at SMU or other institutions.
3. Any letters of acknowledgement for service/collaboration with colleagues

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