**NC STATE ENGLISH DEPARTMENT**

**Non-Tenure-Track Teaching Portfolios**

**Procedures**

All faculty are responsible for maintaining current teaching portfolios.  The department will maintain an official evaluation folder for each faculty member, containing items such as teaching observations and personnel reviews (you should keep your own copies as well), but individual faculty are responsible for maintaining the materials described below in order to submit an updated portfolio prior to each scheduled review.

If you are due for a review this year, you’ll be asked to submit your portfolio early in the spring semester. Please use the standard cover sheet/checklist to accompany it.

**Required Portfolio Materials**

* Up-to-date CV  (see note below on CV contents)
* The syllabi of the most recent versions of the courses you teach; for composition or professional writing courses, the syllabus should indicate the type and sequence of writing assignments; for web-based syllabi, please save an electronic copy of course materials.
* Assignment sheets describing all major assignments and grading criteria.
* Student evaluation data (ALL qualitative and quantitative) for all courses taught since last personnel committee review. These are available online at https://oirp.ncsu.edu/faculty-staff/classeval-results.
* 5-6 papers that demonstrate a range of student performances and teacher responses; copies of instructor responses to early and final drafts can be included here. Attach the pertinent assignment sheet and grading criteria.

**Optional Materials**

* Any additional materials that will help you best illustrate your work in the department, e.g., documentation of innovative teaching practices or alternative forms of teaching.
* A brief statement (1-2 pages) of your teaching philosophy may also be included in your file.  Faculty who are being evaluated for promotion are encouraged to include this statement in the portfolio.
* Copies of any relevant publications can also be included in a separate section of the portfolio.
* Brief narrative(s) to contextualize specific item(s) in your portfolio where additional info is warranted.

**CV contents**: Because lectureships (Lecturer I, II, Senior, and Adjunct) are teaching appointments, your portfolio and CV should highlight your teaching accomplishments.  Use your CV to fully document your professional development efforts in the area(s) in which you teach.  For example, be sure to include teaching workshops and conferences you've attended, on-campus or off.

Syllabus Requirements: The University’s minimal requirements for syllabi are posted at <http://policies.ncsu.edu/regulation/reg-02-20-07>.

**Evaluation Criteria**

Faculty teaching in all departmental programs are responsible for designing courses in accordance with program goals and policies, maintaining a current teaching portfolio that meets department specifications, participating in staff meetings where appropriate and program workshops when offered, and checking any program and departmental listservs regularly for announcements and updates.

Teaching excellence is assessed via student course evaluations, both numerical data and discursive comments; classroom observations; and review of the teaching portfolio. Portfolio materials should demonstrate current knowledge of program goals and policies, purposeful and innovative assignment design and sequencing, creative and varied use of daily class time, and productive feedback on students’ written work. Committees evaluating portfolios for composition and professional writing faculty will be primarily interested in the writing assignments that shape the course: the kinds of writing students are asked to do, the logic behind the sequencing of assignments, and the support provided in assignment sheets themselves.

The quality and currency of syllabi, assignment sheets, and other teaching materials also provide the basis for evaluating professional development and pedagogical knowledge in the teaching area. In addition, instructors provide information about specific professional development activities, such as workshops, mentoring, or course development work, on the portfolio cover sheet.

**Updated 10/2016**