

Reappointment: Tenure Track *PORTFOLIO REQUIREMENTS*

I. Self-Assessment - Not to exceed 3,000 words

A personal performance assessment of strengths and weaknesses in the following areas:

- Effectiveness in teaching, incorporating a reflection on student evaluations
- Effectiveness in student advising and mentoring (as applicable)
- Professional growth in scholarship
- Development of a Christian worldview, including the exploration of biblical perspectives applicable to your academic discipline
- Collegiality in working relationships with faculty and administrative colleagues
- Commitment to service
- Cooperation with and support of the spiritual life program and priorities of the university
- Reflection on the most recent letter from the Appointment Committee (as applicable)

Please save this document as LASTNAME_FIRSTINITIAL_SELF-ASSESS_MonthYear

II. An updated copy of your curriculum vitae.

Please save this document as LASTNAME_FIRSTINITIAL_CV_MonthYear

III. Professional and Personal Goals - Not to exceed 750 words

This statement of concrete or specific professional and personal goals for the next year and the way(s) in which these relate to your long-term plans for growth and development should include:

Teaching

- Plans for strengthening both general and specific areas of teaching
- Innovative or best practice ideas in teaching to be incorporated
- Plans for evaluating teaching effectiveness other than IDEA evaluations (e.g., colleague observations, classroom visitations, etc.)

Scholarship

- Be sure to explain how your scholarly activity fits into one of the four categories of scholarship noted in *Definition of Terms*.
- Progress toward any formal degree programs in which you are involved (as appropriate)
- Plans for research/scholarship/artistic activities, noting work in progress and timeline for completion as well as future planned activities
- Plans for scholarly involvement as presenter, manuscript reviewer, writer of book reviews or short trade articles, fact-finding reports, etc.
- Plans for performance and exhibits (e.g., preparing compositions, preparing for recitals/exhibits/performances, etc.)

Service

- Plans for involvement in departmental operations and functions (e.g., development of new courses, department roles and responsibilities)
- Plans for institutional involvement and general faculty responsibilities (e.g., advising)
- Plans for professional service activities (memberships in organizations, consulting activity, attendance at professional meetings, developing workshops and seminars, upcoming sabbatical activities, etc.)
- Plans for church service (faith/learning activities, participation in the spiritual life of the university)

Please save this document as LASTNAME_FIRSTINITIAL_GOALS_MonthYear

All documents must be submitted electronically to Academic Affairs (cas-academic-affairs@bethel.edu) using the naming protocol indicated above. The Committee will review your file based on the materials received before or on **August 15**. Its recommendations are made to the Provost before the end of the fall semester.