PORTFOLIO REVIEW FORM

CLASSROOM/ONLINE FACULTY

College: _____ **Division:** _____
Academic Year and Semester of Evaluation: _____
Name of Evaluee: _____
Name of Evaluator: _____

Please note that portfolios may be submitted in hard copy or as a PDF in a well-organized, comprehensible, and succinct manner and should include materials from both onsite and online classes.

The portfolio contains the following items:

- ☐ course syllabi, including description of grading policy, texts (title, author, publisher, and date), student learning outcomes, and supplemental materials, such as computer software used in lab or student guides.
- ☐ sample quizzes, midterm(s), and examinations.
- ☐ key information handouts.
- ☐ representative assignments and key projects.
- ☐ evidence of professional development activities.
- ☐ statement of teaching philosophy. (Optional)
- ☐ other information the evaluee feels should be included to adequately describe the instructional strategies employed in his or her courses. (Optional)

OVERALL PORTFOLIO RATING

- ☐ A. Exceeds Expectations
- ☐ B. Meets Expectations
- ☐ C. Needs Improvement (Improvement Plan Required, See Improvement Plan Form.)
- ☐ D. Unsatisfactory (Improvement Plan Required, See Improvement Plan Form)

COMMITTEE COMMENTS:

The Committee has met with the evaluee and discussed the evaluee's portfolio

Signed: _____ **Date:** _____
Committee Chair

EVALUEE COMMENTS:

I have met with the committee and discussed my portfolio.

Signed: _____ **Date:** _____
Evaluee