

# PREPARING THE EVALUATION PORTFOLIO



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## Elements of an Evaluation Portfolio

The FARSCCD agreement (Article 8.4.1) with the District requires three major elements to be included in the Evaluation Portfolio.

1. Written Self-Evaluation – This is a statement about your work. It can also allow you to reflect on your goals as a teacher, assess your teaching strengths and areas which need improvement, document your progress as a teacher, and describe your participation in the improvement of student learning related to student outcomes. You might also include your teaching philosophy or what you have learned about yourself as an instructor. Consider the major responsibilities of your position (teaching, reference desk, committees, etc.), what you have accomplished in these areas, and your future goals in these areas.
2. Appropriate Class Materials – This include can course syllabi, lesson plans, sample assignments, exams, and samples of student work (optional and with names removed). You may also include an explanation for the rationale behind some of your course assignments.
3. Other Pertinent Documents – This includes copies of publications, presentations, verification of staff development completion and professional development efforts, teaching awards and recognition, etc. You may also attach an updated CV or resume.

## Suggestions for of an Effective Portfolio

1. Structured – Your portfolio should be organized, neat, and complete. Similar materials such as assignments or evaluations should be grouped together and should be in reverse chronological order from newest to oldest. Dividers or labels may be used to organize the portfolio and to make it more reader-friendly. Providing a table of contents can also be very helpful.
2. Representative – The portfolio should be comprehensive and should represent the scope of your work.
3. Selective – Careful attention should be given to conciseness and selectivity in order to appropriately document your work. Keep the purpose of the evaluation in mind when selecting items to include.

## Getting Started

1. Start as early as possible.
2. Systematically collect data and information.
3. Develop a good filing system.
4. Regularly sort through and update information.
5. Seek feedback from peers.