**Lansing Community College**

**Performance Review and Professional Development**

**Self-Assessment**

**and**

**Portfolio Preparation for**

**academic professionals**

As part of the periodic performance review, the academic professional being reviewed will write a self-assessment concerning the strengths and weaknesses of his/her performance and will describe any plans for improvement. The Faculty Performance Review Process (FPRD) includes two avenues for faculty members to participate in the performance review and professional development process, a self-assessment and a portfolio.

Beginning this year, all academic professional performance reviews will utilize the LCC Learning Management System (LMS). Each step will be completed using this system, and no paper reviews or professional portfolios will be accepted. The faculty member will receive information about an online training explaining how to access review forms and upload portfolio content.

This document provides details for completing the self-assessment and portfolio.

**Completing the Self-Assessment**

The academic professional will complete each relevant section of the web-based form indicating his/her self-assessed performance level (“Self”) for each of the listed criteria using the following scale:

**4 – Highly Effective**: I have a command of this practice and can be a model for others.

**3 – Effective**: I consistently incorporate this into my practice.

**2 – Developing**: I incorporate this into my practice, but inconsistently.

**1 – Opportunity for Improvement**: I do not or I struggle to incorporate this into my practice.

**N/A –** This is not applicable to me.

The Academic Professional will need to include “Comments” or additional information in the spaces provided.

In Part II of the form, the Academic Professional should identify or provide “Documentation/Evidence” to illustrate and support his/her self-evaluation ratings where indicated.

**Developing the Portfolio**

The review process also includes a written professional portfolio. The ***Professional Portfolio – Academic Professional*** will be comprised minimally of the following items included below. Full-time Academic Professionals will submit all items (A through G). Part-time Academic Professionals will submit items A through D, with the remaining items (E through G) being optional.

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Description** |
|
|  | Curriculum Vitae (CV) | Include your current CV |
|  | List of Professional Growth Activities | Include the activities that you have participated during the last several academic years or since your last performance review.  This may include attendance at conferences, seminars, workshops, and other offerings that were part of professional development. |
|  | List of Professional Goals | Include the goals you wish to achieve before the next scheduled performance review (also include any resources needed to achieve the goals). |
|  | Courses, Instruction/Tutoring Sessions, Workshops, or other Trainings | * If appropriate, include sample copies of representative documents, syllabi, assessments, flyers and/or handouts that illustrate the nature and objectives of the offerings). * Include a list of presentations you have made during the last several academic years or since your last performance review. |
|  | Narrative on the list of Professional Growth Activities | Include a narrative or other evidence to support your List of Professional Growth Activities to explain how you have implemented what you learned from these activities to teaching, learning and/or other professional work. |
|  | Statement of Work Philosophy | The statement should include:   * A statement on pedagogical, advising/evaluating and/or support practices * How your methods and practices have changed in the past several years or since your last performance review * Your expected areas of growth over the next four years |
|  | Statement of Achievement and Progress | This statement should address:   * What did you achieve in the past four years related to your job responsibilities * Which department/divisional goals have you contributed to in the past four years * The specific activities have you completed in support of your goals |

The Academic Professional will upload the Professional Portfolio at least one (1) week prior to the prior to the Comprehensive Final Review Meeting with the Dean/Designee.