Academic Portfolio Divider Template

Associate Professor or Professor – Fixed Term System

Primary Focus of **Administrative Service**

This template was last updated on 4/26/2022.

# Instructions

Use this template to create the dividers for your Academic Portfolio.

1. Remove any pages for criteria that you will not address. Make sure to retain pages for all “basic” or required criteria for your appointment type.
   1. For promotion to associate professor, you must meet all basic criteria in all three areas of review and **one or more distinguishing criteria in Administrative Service**.
   2. For promotion to professor, you must meet all basic criteria in all three areas of review and **the majority of the distinguishing criteria in Administrative Service** (at least three of five).
2. In a separate folder location[[1]](#footnote-2), assemble the artifacts that you will use as evidence that each criterion is met. Organize subfolders according to the areas of review and criteria. (Hint: open the Navigation Pane in this document for a quick list of areas of review and criteria.)
   1. Save each artifact as a .pdf.
   2. Use Adobe Acrobat Reader to add comments and annotations to artifacts to direct the reviewer’s attention. Make sure the title of the artifact is at the top of the first page of the artifact.
3. On each divider page in this document, write 1-2 brief paragraphs summarizing your case that the criterion is met.
4. Below the paragraphs, list the titles of the artifacts that support your case in the order they should be presented.
5. Submit this file and the folder of artifacts to your departmental RPT staff person with your other dossier components.

Maximum size of completed dossier (Academic Portfolio AND other required documents): 500 pages

# Administrative/Committee Service – Basic

## S.B.A.1 Holds an Administrative Position at MSU

Is appointed to a major administrative position (50% or greater) in the department, college or university.

Summary of case

List of Artifacts

## S.B.A.2 Participates in Institutional Service

Documents participation as appointed or elected member of department, college or university committees.

Summary of case

List of artifacts

## S.B.A.3 Provides Productive Administrative Service

Documents effectiveness in the major administrative role through completed and adopted projects/products.

Summary of case

List of artifacts

## S.B.A.4 Fills Leadership Roles in Institutional Service

Provides evidence of leading or chairing department or college projects, committees or task forces.

Summary of case

List of artifacts

# Professional Service - Basic

## S.B.P.1 Participates in Professional Organizations

Documents evidence of participation in relevant state, regional or national professional societies.

Summary of case

List of artifacts

# Clinical Service – Basic (if applicable)

## S.B.C.1 Participates in Patient Care

Participates as a member of a member of department/college group practice, an affiliated residency practice, or other clinical practice.

Summary of case

List of artifacts

## S.B.C.2 Achieves Practice Expectations

Achieves or exceeds practice expectations as defined by the unit.

Summary of case

List of artifacts

## S.B.C.3 Maintains Clinical Knowledge and Skills

Maintains clinical skills/knowledge base through participation in local and national clinical symposia, seminars and courses.

Summary of case

List of artifacts

## S.B.C.4 Contributes to Improvements in Patient Care

Contributes as a faculty member in the operation, development and improvement of the department or college patient care services.

Summary of case

List of artifacts

## S.B.C.5 Participates in Quality Assurance

Participates in quality assurance programs and/or other peer review activities related to patient care.

Summary of case

List of artifacts

## S.B.C.6 Demonstrates Patient Satisfaction

Demonstrates satisfaction by patients/clients.

Summary of case

List of artifacts

# Administrative/Committee Service – Distinguishing

## S.D.A.1 Demonstrates Effectiveness and Excellence in Administrative Service

Documents continued effectiveness in their major administrative role through completed and adopted projects/products that are also presented in external peer-reviewed venues.

Summary of case

List of artifacts

## S.D.A.2 Participates in External Peer Reviews

Provides evidence of participation in external peer review organizations and processes (e.g., study sections, editorial review boards, journal manuscript reviews).

Summary of case

List of artifacts

## S.D.A.3 Represents MSU to Outside Institutions

Documents representing the department, college or university to outside agencies, hospitals, or other institutions.

Summary of case

List of artifacts

# Professional Service – Distinguishing

## S.D.P.1 Provides Leadership in Professional Organizations

Provides evidence of leadership positions in relevant local, state, regional, national and/or international professional associations or organizations.

Summary of case

List of artifacts

# Service to the Broader Community – Distinguishing

## S.D.B.1 Provides Community Service on Behalf of MSU

Provides evidence of service to the broader community as a representative of the university.

Summary of case

List of artifacts

# Scholarly Productivity and Research – Basic

## R.B.1 Participates in Research and Scholarship

Provides evidence of participation in research and scholarly activities related to the mission of the department and college.

Summary of case

List of artifacts

## R.B.2 Presents Research and Scholarship

Documents evidence of disseminating research, scholarly or development efforts to the medical education community, community of the candidate’s discipline, and/or to his/her own professional community related to the major administrative position.

Summary of case

List of artifacts

## R.B.3 Participates in Professional Organizations in Research Field

Participates in relevant professional groups and/or organizations appropriate to research field.

Summary of case

List of artifacts

## R.B.4 Publishes Research and Scholarship

Publishes in refereed journals.

Summary of case

List of artifacts

# Clinical and Pre-clinical Teaching – Basic

## I.B.1 Meets MSU Code of Teaching Responsibility

Complies with the Michigan State University Code of Teaching Responsibilities.

Summary of case

List of artifacts

## I.B.2 Teaches Competently

Discharges assigned teaching responsibilities competently, including preparation and presentation of material in a well-organized, current, and stimulating fashion.

Summary of case

List of artifacts

## I.B.3 Teaches Routinely

Accepts teaching assignments routinely and teaches in college programs of instruction on a regular basis.

Summary of case

List of artifacts

## I.B.4 Participates in a Range of Teaching Activities

Engages in two or more of the following:

1. Presents a series of lectures
2. Coordinates a course
3. Primary instructor for a course
4. Teaches in a laboratory or small group session
5. Advises students/post-doctoral fellows/residents
6. Teaches as attending physician (inpatient or outpatient settings)
7. Organizes seminars, journal clubs or continuing education programs
8. Is invited to lecture outside one’s own course (e.g., seminars/lectures on campus, in the community, and at other institutions)

Summary of case

List of artifacts

1. On OneDrive, Google Drive, your hard drive, etc. [↑](#footnote-ref-2)