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| Portfolio Components | | Reviewers: |
| **General Requirements** |  |  |
| Overall | Portfolio is submitted every third year, or when requesting promotion. Portfolio should include a collection of material depicting the nature and quality of candidate’s librarianship. | Use the framing statements to understand the case developed by the candidate. Review should indicate sources of evidence on which the evaluation is based. (Personnel Committees review fixed term portfolios when candidates request promotion.) |
| Curriculum Vita/Resume | Provide a current curriculum vita. |  |
| Previous Review recommendations | Include all previous personnel review recommendations made during career at EOU (CPC, FPC, Dean, Provost, President) |  |
| **Librarianship** |  |  |
| Framing statement should provide reflective statement on: | The framing statement describes the candidate’s library roles and responsibilities along with reflective statement describing philosophy, pursuit of excellence in the profession, and goals. See the handbook to identify relevant librarianship characteristics that should be included in the narrative.  Note: A fixed-term librarian whose position description is primarily instruction should provide direct evidence of effective instruction as outlined in the Fixed-Term Teaching handbook. | Consider how candidates demonstrate the characteristics of effective librarianship as described in the handbook. |
| Work Samples | Provide work samples/documentation/evidence that document the narrative provided in the framing statement. | Clear documentation that demonstrates how librarian exhibits diligence in relevant librarianship roles is expected. |
| Promotion |  |  |
|  | A case for promotion must be built on special qualities over and above basic competence, which so distinguish the candidate and justify his or her promotion. See handbook for criteria for promotion from Instructor to Senior Instructor I and from Senior Instructor I to Senior Instructor II. | Refer to handbook criteria upon evaluation. |