



## Faculty Portfolio Administrative Review

To be completed by the Vice-President or Associate Vice-President of Instruction

1. All required components of the Faculty Portfolio have been submitted for review indicated by a ✓.

\_\_\_ Relevant Syllabi

\_\_\_ Artifacts of learning assessments, significant projects, etc.

\_\_\_ Peer Observation Feedback Narrative

\_\_\_ Faculty Reflection on best practice

\_\_\_ Evidence of Institutional Service (full-time faculty)

\_\_\_ Student feedback (SETE)

\_\_\_ Professional Development Plan focused on teaching and learning

\_\_\_ Administrative Observation Narrative

2. Recognized Strengths of the completed Faculty Portfolio:

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3. Recommendation for improvement to the Faculty Portfolio:

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**The Faculty Portfolio has been reviewed by the Office of Instruction. The administrative signature below indicates that the Faculty Portfolio has been accepted as complete and satisfactory.**

**Office of Instruction**

**(Signature)** \_\_\_\_\_ **(Date)** \_\_\_\_\_

**(Print)** \_\_\_\_\_

**Faculty Acknowledgment**

**(Signature)** \_\_\_\_\_ **(date)** \_\_\_\_\_