



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

**Division of Academic Affairs**  
**Approved By:** Academic Senate

**Policy Number:** SP 22-11  
**Effective Date:** Fall 2025  
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## Appendix A: Portfolio Checklist

The following checklist is for the use of faculty in preparing their Portfolio. This checklist is **not** required to be submitted with the portfolio. All materials required in the Portfolio are also specified in Section K of this policy.

Note: Full portfolios are not required for probationary (untenured) faculty who are in their first year of service as Assistant Professors at CSUCI, nor for tenured Associate Professors who are in their first year of service at CSUCI. See section L, point 11, for more details on materials to be submitted during each year of the RTP process.

### MAIN BODY OF PORTFOLIO

#### GENERAL

	An optional cover letter (not to exceed 750 words) to contextualize overarching contributions during time at rank. See section K for more details.
	Approved Program Personnel Standards (or GPS in the absence of approved PPS)
	Approved Professional Development Plan (PDP)
	Curriculum vitae covering the faculty member's entire academic and professional employment history
	For teaching faculty, a list of the faculty member's assigned 15 WTUs for each semester at the current rank. The list shall include WTUs for teaching, along with WTUs for reassigned time or approved leave, which shall be listed with their corresponding purpose.

#### TEACHING

	Narrative self-assessment highlighting accomplishments in Teaching (limited to 1000 words)
	List of all classes taught by semester at the current rank, along with any relevant details (e.g., modality, new preparations, class size, etc.)
	Peer observations: a minimum of one peer observation of teaching for each probationary year



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## **PROFESSIONAL ACTIVITIES (For Librarians and Counselors only)**

	Narrative self-assessment highlighting accomplishments in Professional Activities (limited to 1000 words)
	List of primary professional activities at the current rank, along with any relevant details
	Peer observations: a minimum of one peer observation for each probationary year

## **SCHOLARLY and/or CREATIVE ACTIVITIES**

	Narrative self-assessment highlighting accomplishments in Scholarly and/or Creative activities (limited to 1000 words).
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## **PROFESSIONAL, UNIVERSITY, AND COMMUNITY SERVICE**

	Narrative self-assessment highlighting accomplishments in Service (limited to 1000 words)
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## **CHECKLIST FOR PORTFOLIO APPENDIX**

The appendix of the Portfolio shall include the following items:

	For teaching faculty, syllabi for all courses taught at the current rank. When teaching multiple sections of the same course, only one syllabus from each course is required, unless significant changes were implemented.
	Supporting materials directly relevant to the accomplishments described in the self-assessment narratives (e.g., copies of scholarly or creative work, external letters of support, evidence of faculty development activities, evidence of equity/anti-racist pedagogical effort, and any other specific documentation of accomplishments as required by the approved PPS or GPS). See Appendix B for further details and terminology to describe stages of the publication process.



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The appendix of the Portfolio may include the following optional items:

	Evidence of teaching effectiveness (may include evidence of assessment of teaching practices and student learning outcomes). Some examples could include key assignments, supplemental teaching materials, service-learning projects, culturally relevant pedagogy, unsolicited student feedback, other evidence of student success beyond graduation, and successful IRA applications related to course SLOs.
	If applicable, evidence of cultural taxation, invisible labor, or other forms of hidden service load not readily visible in traditional categories of evaluation.