

## **Reappointment: Renewal of Nontenure Continuing Status**

### *PORTFOLIO REQUIREMENTS*

#### **I. Self-Assessment** - Not to exceed 1,250 words

The self-assessment of your faculty performance at Bethel should give primary attention to the following areas:

- Effectiveness in teaching, incorporating a reflection on student evaluations
- Effectiveness in student advising and mentoring
- Professional growth
- Reflections on the growth plan you submitted as part of your last review
- Evidence of a commitment to a Christian worldview and the search for perspectives applicable to your discipline and how this is demonstrated in your teaching

Please note that this self-assessment is meant to be evaluative of reported accomplishments.

Please save this document as LASTNAME\_FIRSTINITIAL\_SELF-ASSESS\_MonthYear

#### **II. An updated copy of your curriculum vitae.**

Please save this document as LASTNAME\_FIRSTINITIAL\_CV\_MonthYear

#### **III. Three-Year Growth Plan** - Not to exceed 750 words

The Three-Year Growth Plan should spell out your plans for future growth and development in the areas of teaching, scholarship, and service. The Growth Plan addresses the following areas:

##### Teaching

- Plans for strengthening both general and specific areas of teaching
- Innovative or best practice ideas in teaching to be incorporated
- Plans for evaluating teaching effectiveness other than IDEA evaluations (e.g., colleague observations, classroom visitations, etc.)

##### Scholarship

- Be sure to explain how your scholarly activity fits into one of the four categories of scholarship noted in *Definition of Terms*.
- Progress toward any formal degree programs in which you are involved (as appropriate)
- Plans for research/scholarship/artistic activities, noting work in progress and timeline for completion as well as future planned activities
- Plans for scholarly involvement as presenter, manuscript reviewer, writer of book reviews or short trade articles, fact-finding reports, etc.
- Plans for performance and exhibits (e.g., preparing compositions, preparing for recitals/exhibits/performances, etc.)

##### Service

- Plans for involvement in department operations and functions (e.g., development of new courses, department roles and responsibilities)
- Plans for institutional involvement and general faculty responsibilities (e.g., advising)
- Plans for professional service activities (e.g., memberships in organizations, consulting activity, attendance at professional meetings, developing workshops and seminars, upcoming sabbatical activities, etc.)
- Plans for church service (e.g., faith/learning activities, participation in the spiritual life of the university)

Please save this document as LASTNAME\_FIRSTINITIAL\_GROWTH\_MonthYear

All documents must be submitted electronically to Academic Affairs ([cas-academic-affairs@bethel.edu](mailto:cas-academic-affairs@bethel.edu)) using the naming protocol indicated above. The Committee will review your file based on the materials received before or on **August 15**. Its recommendations are made to the Provost before the end of the fall semester.