Continuous Appointment ePortfolios at Red Deer Polytechnic

RATIONALE AND HOW-TOS

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What is a Continuous Appointment ePortfolio?

Faculty at Red Deer Polytechnic (RDP) who are hired on a Probationary Continuous contract normally have a 3-year Probationary Period, during which they prepare a portfolio for their Continuous Appointment Hearing. This portfolio traditionally has been a paper document, however because of their digital nature, ePortfolios are often considered easier to share and compile. A Continuous Appointment ePortfolio is an organized collection of documents in a digital format that is created for presentation by probationary members to the Continuous Appointment Committee.

What Should I Include in My ePortfolio?

EPortfolios work best when used as a reflective tool in addition to sharing the various work you do and the successes you have had. EPortfolios include materials selected specifically by you to demonstrate the scope, nature, and quality of your work.

A Continuous Appointment ePortfolio at RDP must include:

a.   Three-year Retrospective Report (written by the candidate)
b.   Associate Dean's Summative Report
c.   Dean's Letter of Recommendation
d.   Faculty Self-Reflective Reports for years one and two
e.   Associate Dean's Year-End Reports for years one and two
f.   All Peer Observation Reports for the Probationary Period
g.   All SGIF Reports for the Probationary Period
h.   All SFI results for the Probationary Period
i.   All statistical summaries (Class Result, Department Collective, College Collective)
j.   Student comments
k.   Any other relevant information (e.g., professional responsibilities in addition to teaching and scholarship)
l.   Any other additional information requested by the Associate Dean or Dean
m.   A brief curriculum vitae (CV)

Optional artifacts to include:
•   Your thoughts about teaching
   •   Teaching philosophy, philosophy of diversity and inclusion (the CTL

at RDP has resources for writing your teaching philosophy)
- Teaching and professional goals
- A short bio and contact information
  - Introduce yourself with a brief and professional bio that highlights your educational background, areas of expertise, and research interests. Include your contact information, with links to your professional networking profiles such as LinkedIn
- Documentation of your teaching
  - Selected course material such as a description of an innovative learning activity, lesson plan, or assignment handout
  - Teaching roles and responsibilities
  - Syllabi and course descriptions
  - Assessments
- Professional development and contributions to the teaching profession/RDP
  - Documentation of participation in professional development activities like workshops, courses, programs, and communities of practice
  - Research projects, awards, grants, presentations, published articles, and other noteworthy achievements

Please note: Please refer to the Faculty Performance Policy and the Faculty Performance Procedures documents located in the Policies section of RDP's website for up-to-date details regarding your Continuous Appointment ePortfolio requirements. You can also speak with your Academic Chair for more information.

Need Some Additional Tips?

- Just like ePortfolios used in the classroom, ePortfolios work best for faculty when they are part of a reflective process.
- Keep it simple and consistent so the committee can navigate and find the information quickly and easily.
- Ensure each artifact in your ePortfolio includes some context or explanation.
- Design your ePortfolio to be visually appealing, with a clean, consistent layout that maintains a professional tone throughout. Consider using a template (CTL provides two templates below for Microsoft Sway and Google Sites).
- Continuously revise and update your ePortfolio to ensure it accurately represents your most recent accomplishments and offerings.
- Consider organizing your ePortfolio by years (Year 1, Year 2, Year 3) and include corresponding Peer Observations, SFIs, etc.
- Consider your technical challenges, comfort levels, and abilities as well as time limitations and your workload. Choose a platform that you feel you can use well or learn easily enough.
- Use a reputable platform: Choose a reliable and user-friendly ePortfolio platform to ensure ease of use and lasting accessibility (e.g., Wix, Google Sites, Sway).

- Consider whether you want to pay for a site, how much space you get, how easy it is to build and share, and what your technical abilities are: some platforms are free, some provide unlimited space and/or unlimited pages, some are easier to "drag and drop" than others. Some platforms provide lots of options for page design while others are more limited.
- Ask colleagues, mentors, or peers to review your ePortfolio and provide suggestions for improvement. This will help you create the most effective showcase of your scholarly practice.
- Consider providing multiple types of content, such as PDFs, slide decks, videos, and images.

Here are some examples of Teaching ePortfolios

Apart from the first example below, the examples here are provided for you to get general ideas of how ePortfolios can be organized and how they can look and be personalized. For your Continuous Appointment Hearing ePortfolio, please ensure you include the required artifacts listed above.

Example 1 using Google Sites
Example 2 using Weebly*
Example 3 using Wix*
Example 4 using Wordpress*

***Please note:** three teaching ePortfolio examples above do not necessarily contain the artifacts required by RDP for Continuous Appointment Hearings and have been created by teachers at other secondary or post-secondary institutions. These are shared here to offer examples of what educational ePortfolios can look like.*

What Platform Should I Use?

Faculty and students often use Microsoft 365 Sway or Google Sites for ePortfolios as they are easy and free to use with accounts. However, there are so many different ePortfolio platforms available now, and each platform has pros and cons. If you have experience building an ePortfolio then you may wish to explore your platform options. However, if you are new to building an ePortfolio, you may want to use one of these templates below created for your use. Please click on the links and "Save As" to begin creating your own ePortfolio! Step-by-step instructions and video tutorials are provided for each template.

Please keep in mind that if you build a Sway site through your RDP account, you will need to download it as a PDF or Word doc to keep it if you leave. With Google Sites, you will save the template to your own Google Drive.

***Please Note:** If you choose to use Google Sites, be very careful to share your ePortfolio with the Continuous Appointment Committee. Because your SFIs and other*

sensitive information is included, it is imperative that you protect your information and do not publish your ePortfolio to a public domain.

- Microsoft Sway
    - **Here** is a helpful video tutorial to get you started with Sway

- Google Sites
    - **Here** is a step-by-step printable guide to creating your own ePortfolio with Google Sites
    - **Here** is a helpful video tutorial to get you started with Google Sites