

**PROFESSIONAL PORTFOLIO REQUIREMENTS
FOR CERTIFICATION OF PROFESSIONAL/EXPERIENTIAL QUALIFICATIONS**

For those faculty without an appropriate academic degree, professional and experiential qualifications may be used to demonstrate that the individual is qualified to teach. Professional portfolios must be submitted prior to a formal offer of employment.

The dean is responsible for determining the documentation needed to demonstrate competencies specific to the course objectives. The following examples of documentation are provided only as a guide.

Examples of Documentation

- Transcripts or letters verifying training or work performed with a professional
- Contracts or letters of agreement for services or employment rendered
- CEUs or documentation of workshops and/or seminars
- Pictures, fliers, announcements of any kind that detail your involvement with productions, performances or exhibitions
- Diplomas and certificates
- Licensures, certifications, union membership cards (past/present)
- Recordings, published performance photos, CDs
- Honors and awards
- Other documentation that provides evidence of training and employment in field.

Format

- People unfamiliar with the candidate will be reviewing the professional portfolio. It is important to format and organize the portfolio so that it's content is clear and easy to navigate for the unfamiliar reader.
- Documents should be saved in pdf format.
- Each document should be saved as an individual file and clearly identified.
- Name should be highlighted/circled/underlined whenever it appears in publications, news releases or professional announcements.
- Any difference in the name under which professional documentation appears and that of the current name must have verifying paperwork.
- International documentation that is in another language must be accompanied by an independent translation.

Submitting the Professional Portfolio to Faculty Affairs

- ❖ Upload the professional portfolio as a pdf to superman at the same time you submit the *Certification of Credentials & Qualification to Teach for Faculty Appointment*.