Guidelines for Effective Portfolio Preparation
Prepared by the
Library Personnel Committee
2000-2001

I. General Information

    A. Since Library Faculty's primary duties differ significantly from those of the teaching faculty, the guidelines from the Provost's office on file preparation often do not seem to fit. These suggestions are offered as guidelines addressing the unique file format for librarians.

    B. All of the suggestions given here are suggestions only. It will represent one right way, not necessarily the only right way, to prepare your documentation for retention, tenure, promotion, or award.

    C. The most important documents to refer to are the annual *University Timetables and Evaluations* from the Office of the Provost and the *Application of Evaluation Criteria* of the University Library. This is only a supplement to the information presented in those documents.

II. The Portfolio In General

    A. Neatness is important. Organize your file carefully and logically.

    B. More is not necessarily better. Present representative rather than comprehensive documentation. Excessive reporting and documenting can obscure your contribution rather than enhance it.

    C. Double check spelling and grammar and proof-read carefully.

III. The Portfolio in Particular

    A. The Teaching/Primary Duties section should carefully parallel your assigned duties from your annual work plan.

    B. To present activities in reverse chronological order, list all the ongoing activities first, starting with the newest. Then list all completed activities, starting with the newest. For example:

        1. Departmental Personnel Committee, 1999 – present

        2. Library Technology Committee, 1998 – present

        3. Academic Computing Advisory Committee, 1997 – present

        4. Search Committee, 1999-2000

<ol start="5" type="1">
Professional Concerns Committee, 1998-1999

C.   Library Committees should be included in service if they are not specified in the Annual Work Plan. You may want to state in the service narrative something like "Although this is not part of my assigned primary duties…"

D.   In general, on-going activities are counted as one item per year, so that editing a journal, abstracting a journal, writing a regular column, serving on an ongoing committee, counts as one A, B, I, II, per year.

E.   In-house publications should be counted if they are **not** part of assigned primary duties and are not handouts related to only one class.

F.   Candidates should be sure to count all relevant activities, but to only count them once. Someone may conduct research as part of their primary duties but publishing and/or presenting the results of that research should be counted under Scholarly/Professional activities.

IV.   Application of Criteria

A.   Include in your file the level of importance you feel should be assigned to each activity, in accordance with the *Application of Evaluation Criteria.* Example:

<ol type="1">
Book (DC Level A)
Article (DC Level A)
Grant (DC Level B)
University Personnel Committee (DC Level I)

B.   It is your responsibility to justify in your narrative the level of importance you assigned to each activity.

V.   Example

SAMPLE

CUMULATIVE OUTLINE
Covering PY 2. Activities: July 1, 2000 through June 30, 2001

Name: **Charles Smith**
Department: **University Library**
Current Rank: **Assistant Professor**
Date: **September 27, 2001**

Please Check: Retention__X___   Promotion_____   Tenure_____

I. Primary Duties

A. Reference.

1. **Reference Service**
    Provide twelve (plus) hours of reference duty weekly at the Government and Legal Information Desk.

2. **Bibliographic Instruction**
    Gave instructional sessions related to government and legal information to WIU faculty and students.
    (35 sessions 7/00-6/01; 22 sessions 7/99-6/00)

B. Electronic Service.

1. **Evaluate government CD-ROMs and Web pages on an ongoing basis.**

2. **Prepare guides and help sheets for CD-ROMs and other government electronic resources.**

II. Scholarly/Professional Activities
(Listed by the University Library's Department Personnel Committee Classification System)

A. LDC Category: Group A Activities.

1. **Refereed Journal Publications:**

Charles Smith. "Thinking Like a Government Documents Librarian."
***Illinois Libraries*, Vol. 80, No. 4, (Fall 2000), p. 6-12.**

Charles Smith, Becky Key, Sandra Loon. "Community Library Marketing Strategies: New Ways to Reach Out." American Libraries, vol. 122, no. 4 (April 1999) p. 22-25.

2. Grant from a Private Source/Substantial Electronic Application:

Received $250 grant in 2/99 from the American Library Association (ALA)/Government Documents Round Table Task Force (GODORT) to proceed with my proposal to produce an online tutorial for locating government information on the Web. "The Agency Approach to Locating Government Information on the Internet," was placed on ALA/GODORT Web site in 8/99.

B. LDC Category: Group B Activities.

1. Presentation at a state conference.

"Preparing Offline Web Presentations," was given at the Illinois Library Association/Government Documents Forum's Spring 2000 Business Meeting and "Promoting Government Information" Workshop held at Oglesby, IL, 9/19/2000.

Charles Smith, Rod Smythe, Felix Smu. "Assessment: A Reality Check." A poster session given at the Illinois Library Association's annual conference in Chicago, 10/18/99.

2. Committee member for a national professional organization:

Received a two-year appointment to the Education committee of the American Library Association's Government Documents Task Force. Appointment runs 7/00-6/2002.

C. Group C Activities.

1. Book review:

My review of *Education Statistics of the United States*, (1st ed., Bernan Press, 1999) was published in the *Journal of Government Information*, Vol. 27, No. 3, (May/June 2000), p. 68.

My review of *Profiles of American Labor Unions* by Sally Jane Jones, (The Gale Group, 1998) was published in the *Journal of Government Information*, Vol. 26, No. 5 (Sept./Oct. 1999) p. 57.

2. Presentation to a West Central Illinois professional organization:

Gave a workshop at the Heart of Illinois Library Consortium (medical librarians) Meeting in Galesburg, IL, on finding health related laws, regulations, and other government information on the Web. 9/16/99.

III. University/Community Service Activities
(Listed by the University Library's Department Personnel Committee Classification System)

A. Level I Activities.

1. **Member of a department committee with significant task and substantial participation: Library Professional Growth Committee. 7/99 to present.**

2. Faculty Development Workshop at the University Level: Workshop demonstrating the *Congressional Universe* online database. 5/20/99.

3. Faculty Development Workshop at the University Level: Workshop demonstrating the *State Capitol Universe* online database. 4/18/99.

B. Level II Activities.

1. **Member of a department committee: Library Committee of the Whole's Library Technology Committee. 10/99 to present.**

2. **Member of a department committee: Dean's Distance Education Task Force. 8/00-5/01.**

3. Volunteering for Library special projects: "Finding Illinois Government Information on the Internet" workshop given at the Small Public Library Management Institute held at WIU. 6/6/99.

4. Member of a department committee: Dean's Library Assessment Task Force. 12/99-5/99.

5. Volunteering for Library special projects: Conducting general Library instruction sessions for new students. 8-9/99; 1-2/00.