

Appendix B-1: Annual Performance Evaluation Portfolio

- 1) Completed Allocation of Effort Form (Initial, Final, and, if applicable, Revised)**
- 2) Narratives on yearly accomplishments in the areas of (2-page maximum for each area pasted in the indicated box on an unsigned final allocation of effort statement)**
 - a. Teaching and related activities
 - b. Scholarly and Creative Activities (Professional Development)
 - c. Extension and Outreach
 - d. Service (Institutional and Community)
 - e. Leadership
- 3) Student Evaluations**
- 4) Documentation of Accomplishments (25-page maximum front-and-back---for example: syllabi of new courses; new course assignments; assessment projects; peer observations; letters; products; minutes of meetings; certificates; news clippings; emails; pictures; flyers; and brochures)**

A Sample Annual Performance Evaluation Portfolio is available in each of the three Divisions