

## **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. Scholarship, Creative Activities and Professional Development
  - c. Extension and Outreach (Typically not used in community college)
  - d. Service (Institutional and Community)
  - e. Leadership will be incorporated throughout the categories wherever appropriate and/or required based on rank
- 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 two Divisions