

## **PROFESSIONAL PORTFOLIOS POLICY AND PROCEDURES**

**Commencement Date:** 15 December 1999

**Category:** Human Resources

### **1. PURPOSE**

*A separate entry under the heading PURPOSE was not required when this policy was last reviewed.*

### **2. APPLICATION**

All Staff

### **3. DEFINITIONS**

A "Professional Portfolio" consists of evidence of Teaching & Learning and Research & Development and comprises selected materials and information that reflect the scope and identify the quality of academic staff activities and achievements.

### **4. POLICY STATEMENT**

Each member of academic staff shall develop and maintain a Professional Portfolio for promotions and such other processes and policies as may be approved.

#### **4.1 Context and Elements**

The guidelines for the development and maintenance of Professional Portfolios are informed by Curtin's Vision, Mission, Goals, Value statements, as well as University, Faculty and School Plans.

The elements of a professional portfolio shall be prescribed in the Administrative Procedures.

#### **4.2 Approval Authority**

The Academic Board is responsible for approving this policy modifications to the policy statement and to these guidelines. Planning and Management Committee shall endorse modifications to or alterations of the Administrative Procedures, on the advice of the Deputy Vice-Chancellor Education.

#### **4.3 Implementation and Monitoring**

- (a) The Deputy Vice-Chancellor Education has the responsibility for the implementation and reviewing of these guidelines under this policy.
- (b) Heads of Schools shall be responsible for advising on the use of professional portfolios during annual Staff Planning and Development discussions with staff.
- (c) The Director of Quality shall be responsible for University-wide monitoring procedures of portfolios maintenance by academic staff through the annual reporting process.

#### **4.4 Effective Date**

The policy came into effect upon approval by Council, being 15 December 1999.

#### **4.5 Review**

This policy shall be reviewed two years from its commencement by the Deputy Vice-Chancellor, Education.

### **5. OBJECTIVES**

- i. To foster and support reflective teaching and learning practice and continuous improvement in teaching and research.

- ii. To provide structured and comprehensive evidence of an individual's achievements in Teaching & Learning and Research & Development (including consultancy and project management).

## 6. PROCEDURES

### 6.1 Administrative Procedures

#### 6.1.1 Elements of a Professional Portfolio

A Professional Portfolio shall comprise a section for Teaching and Learning and a section for Research and Development.

The elements for a Professional Portfolio are incorporated in the attached "Procedures for Development of a Professional Portfolio by Academic Staff" designed to assist staff in the preparation of the portfolio. An implementation document describing the processes and procedures for the storage, maintenance and retrieval of the portfolio will be produced and distributed by the Quality Office.

#### 6.1.2 Use of Professional Portfolios

- (a) The material collected in professional portfolios is an integral part of an individual's professional development. It can be used for a number of purposes, as required within the framework of other policies and as appropriately negotiated, including:
  - o Appointment
  - o Confirmation of Tenure
  - o Staff Planning and Development Discussions
  - o Application for Awards
  - o Publications and Financial Research Data Collection\*
  - o University and School Annual Reports\*
  - o Program and Planning Reviews\*

\* To be used in aggregated form only.
- (b) A Professional Portfolio will be required for Promotions. The guidelines and content of such portfolios will be documented, as they relate to *Curtin's Expectations*, in the *Promotions - Higher Education Academic Staff Up to Associate Professor Policy*.
- (c) For Recruitment and Selection, external applicants for positions will be advised of the University's *Professional Portfolios Policy* and its possible use as a guide for addressing selection criteria for positions. A review of the *Recruitment and Selection of Higher Education Academic Staff Policy* will address the use of a Professional Portfolio.

#### 6.1.3 Information on these Procedures

Information about these procedures will be regularly publicised by the Director of Quality in conjunction with the Deputy Vice-Chancellors for Education and Research and Development at the appropriate times.

### 6.2 Procedures for development of a professional portfolio by academic staff

#### 6.2.1 Framework for Professional Portfolios

A Professional Portfolio contains systematically-compiled teaching and learning and research and development items and materials that are accompanied by evaluative feedback and commentary from a range of sources. Academic staff should demonstrate the scope, quality (e.g. through evidence of student satisfaction, acknowledgement from peers) and impact (e.g. through Awards, publications in esteemed journals and invited presentations) of their academic work more comprehensively than is possible in the traditional *curriculum vitae*.

In the Professional Portfolio, staff should identify professional goals in line with the University's Vision, Mission, Goals and Values and, in relation to their roles and responsibilities, collect portfolio items which provide evidence of their activities and achievements, reflect on these materials, and review their goals and career paths.

Evidence of reflective practice in Teaching and Learning and Research and Development, including records of achievements and effectiveness in these areas, should be highlighted. The portfolio will provide a means to demonstrate the nexus between teaching and research and demonstrate how research is used to inform teaching. The material collected can be used for a number of purposes as indicated in the *Professional Portfolios Policy*.

The materials collected in a Professional Portfolio should be collated and summarised as appropriate for the purpose for which it is submitted. However sufficient *original* evidence must be retained in the Portfolios, and submitted if required, to verify claims.

### **6.2.2 Elements of a Professional Portfolio**

A Professional Portfolio contains documentation on Teaching and Learning and Research and Development activities as outlined below. A template with examples will be provided in PAD to guide staff in presenting relevant information in their portfolio.

### **6.2.3 Teaching and Learning**

Teaching and Learning endeavours may include undergraduate and postgraduate level work which may involve:

- face-to-face teaching (including organisation, presentation and feedback, which is also applicable to other forms of teaching),
- curriculum development and review,
- preparation (including unit outlines, preparations of teaching and learning materials, assessment procedures),
- working in laboratory, field and clinical settings,
- alternative modes of teaching (on-campus and off-campus, on-shore and off-shore),
- technology-based open and flexible teaching,
- higher degree student supervision.

Teaching may also include innovative, professional and scholarly activities outside the classroom, such as providing training programs, short courses for industry, or teaching and learning-related consultancy. Demonstrated outcomes of teaching activities, including receipt and use of research grants, should emphasise the quality of student learning in line with the University's Teaching and Learning Plan.

### **6.2.4 Research and Development**

Research and Development endeavours may include:

- creative work (undertaken on a systematic basis in order to extend the frontiers of knowledge, including knowledge of humankind, culture and society),
- use of knowledge to devise new applications [including elements of novelty (innovation) and/or high level technical risk],
- outcomes (especially grants received, publications in peer-reviewed scholarly media, invitations to review journal articles, grant applications and to examine theses),
- substantial outcomes [such as commissioned works (e.g. textbooks, art and theatre works) and solutions to industrial and community problems],
- development (including high level undertakings related to a profession such as professional practice, approved research or professional consultancy).

### **6.2.5 Related Evidence**

In addition to evidence relating more directly to activities and achievements in Teaching and Learning and Research and Development, the Professional Portfolio also contains evidence of further contributions and activities in support of the University's core business. These contributions and activities may include membership of University committees, working parties and consultative groups; international and local marketing; service to relevant professional associations and external Boards and committees; organisation of professional conferences, and other related community service activities.

### **6.2.6 Responsibilities**

Heads of Schools should work in partnership with their staff to encourage and facilitate portfolio preparation and ensure staff are guided by Curtin's Vision, Mission, Goals and Values as well as the University's Strategic focus, Faculty and School Plans. The portfolio should be the basis for Staff Planning and Development discussions.

Staff should recognise the importance of collecting evidence over an extended period and view the maintenance of their Professional Portfolio as an integral part of their professional development.

## **7. OTHER RELEVANT DOCUMENTS/LINKS**

Further information on requirements for use of elements in Professional Portfolios are in relevant policies including:

- *Promotions – Higher Education Academic Staff Up to Associate Professor Policy*
- *Policy on Research & Development of Higher Education Academic Staff*
- *Program & Planning Review Policy*
- *Annual Reporting Policy*
- *Staff Development and Planning Discussion Policy*
- *Contract of Employment – Academic Staff – Probationary Review - Confirmation of Tenure Policy.*

## RESPONSIBILITIES

**Policy Manager** Deputy Vice Chancellor Education  
**Contact:** Deputy Vice Chancellor Education  
 Tel: 9266 1952  
 Fax: 9266 1944  
**Approval Authority:** Academic Board  
**Review Date** February 2010

### REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
-	Approved	15 December 1999	Council	C221/99-	UAB 97/99-
-	Updated titles of policies to reflect full title	15 December 2000	-	-	-
-	Approval authority updated	1 December 2000 – effective 1/1/01	-	UAB 179/00	
	Amended	9 May 2007	Council	C 58/07	00390/07 organisational structure.
	Administratively Amended	January 2008			Reformatted/