

**The Professional Portfolio Tenure and Promotion Review**  
**Northeastern State University Oklahoma College of Optometry Addendum**  
**Adopted August 2000**  
**Revised December, 2011, December 2017**  
**Reviewed and Approved March 2020**

Appendix C of the Northeastern State University Faculty Handbook provides instructions for composing and submitting a professional portfolio for tenure and promotion review. The following addendum personalizes a Professional Portfolio, Tenure and Promotion Review document for Northeastern State University Oklahoma College of Optometry (NSUOCO) and provides examples of materials requested in a Professional Portfolio specific to NSUOCO. The examples provided in these documents are not intended to be exclusive nor are all examples mandatory for a complete portfolio. Many of these examples satisfy requirements for more than one section or subsection of a Professional Portfolio. For these multi-section materials, place material in the most appropriate section and then refer to this material in other appropriate sections. The author of a Professional Portfolio should select materials that provide evidence of achievement in each area of teaching, scholarship, and professional service and which provide examples of the author's best work.

The College will update this addendum periodically to provide current examples of materials requested for compiling the Professional Portfolio. The addendum specifically addresses materials for the following sections of a Professional Portfolio: Effective Classroom Teaching, Scholarly Activities, Contributions to the Institution and Profession and Performance of Non-Teaching, Semi-Administrative or Administrative Duties.

**Effective Classroom Teaching**

The College will follow the guidelines for Effective Classroom Teaching included in Appendix C.

**Scholarly or Creative Achievement (Boyer's Areas of Scholarship - Discovery, Integration, Application & Teaching)**

The four subsections of scholarly development, which include Scholarship of Teaching, Discovery, Integration, and Application, are not expected to be equally represented nor is any one subsection more desirable than the other subsections. Professional portfolios may have the majority or all of materials from only one subsection and/or professional portfolios may have very little or no materials in some subsections.

### **Scholarship of Teaching**

- efforts to facilitate enhancement of student learning
- integrating technology in the classroom, laboratory or clinic
- applying innovative teaching techniques in the classroom, laboratory or clinic
- designing or assisting in clinical proficiency examinations
- giving presentations at professional meetings
- developing innovative teaching mediums, ie. manuals, web sites, video tapes, computer programs
- publishing or contributing to papers, textbooks, presentations
- conducting/ attending forums for exchange of professional information
- efforts to remain current in subject areas
- serving as mentor to students, residents and/or young faculty members in professional activities
- teaching accomplishments/ awards

### **Scholarship of Discovery**

- research
- supervising student research projects (Opt 6122 Optometry Project I, Opt 6262 Optometry Project II, and Opt 7062 Optometry Project III)

### **Scholarship of Integration**

- performing literature reviews to keep courses current
- participating in activities which involve professional expertise, i.e. clinics, workshops
- acquiring professional continuing education
- pursuing an advanced degree or certification

### **Scholarship of Application**

conducting quality assurance studies

obtaining and maintaining professional licensure

expanding professional credentials and/or privileges

obtaining fellowship or diplomate status in professional organizations

- participating in panels at professional meetings
- obtaining board certification

### **Contributions to the Institution and Profession (Service to the Institution, Profession and/or the community)**

- leadership positions/ committee assignments accepted in professional societies
- professional services provided to NSU community and general public
- developing new services or applications of a profession
- hospital or clinic administration tasks/ duties
- evidence of collegiality, including, but not limited to, assistance with clinical proficiency examinations, other courses and clinics, and administrative duties
- NSU or NSUOCO committee member
- other service to the school and profession

### **Performance of Non-Teaching, Semi-Administrative or Administrative Duties (if applicable)**

- NSU or NSUOCO committee chair
- chief of a clinic or service
- residency director or supervisor
- externship director or supervisor
- other NSU or NSUOCO activities