



# CENTER FOR THE ADVANCEMENT OF TEACHING AND FACULTY DEVELOPMENT

XAVIER UNIVERSITY *of* LOUISIANA

## 2025/2026 FACULTY PORTFOLIO WORKING GROUP

The Center for the Advancement of Teaching and Faculty Development is pleased to accept applications for this year's Faculty Portfolio Working Group. Our portfolio working group has existed for over 30 years. Begun in 1994 as the Course Portfolio Working Group, in which faculty members revised one course, the Faculty Portfolio Working Group now focuses on the creation of an online portfolio documenting the breadth of the faculty member's academic work.

### RATIONALE

Portfolios provide documented evidence of teaching from a variety of sources — not just student ratings — and provide context for that evidence. They can also provide evidence of the other areas of academic work: scholarship, service, mentoring. The process of selecting and organizing material for a portfolio helps you reflect on and improve your teaching, research, and service.

Portfolios are a step toward a more public, professional view of our work as teacher-scholars. They offer a look at development over time, helping you see your work as an ongoing process of inquiry, experimentation, and reflection. Faculty portfolios capture evidence of your entire career, in contrast to course portfolios that capture evidence related to a single course.

### PROCESS

The FPWG is a two-semester project recommended for faculty at all stages of their careers. The group will meet five times in the fall semester and four times in the second semester. Following research-based better practices, meetings will focus on:

- Structuring the portfolio
- Summarizing teaching and service responsibilities
- Articulating one's approach to connecting teaching, research, and service
- Writing a teaching philosophy
- Articulating a research trajectory
- Documenting teaching strategies, methods, and activities to improve instruction
- Demonstrating student learning
- Continuous improvement plans

The outcome of this work is a collection of teaching, scholarship, and service materials upon which the faculty member can build as they progress, innovating and experimenting as they go.

### INCENTIVES

In addition to having a document demonstrating effectiveness as a faculty member, each participant will receive \$300 upon successful completion of their online teaching portfolio.

### PROPOSAL REQUIREMENTS

Proposals may be submitted by *any full-time faculty member* of Xavier University of Louisiana.

If you are interested in this opportunity, please submit your application by email to both [jdrexler@xula.edu](mailto:jdrexler@xula.edu) and [jtodd1@xula.edu](mailto:jtodd1@xula.edu) by 4:00 pm, Friday, September 5, 2025. Up to eight (8) participants will be accepted. Your application must include the following components:

- *Cover Page*: This must include your name, your department, your signature, and your department head's signature
- *Narrative*: This should not exceed one single-spaced page and should include the following:
  - *Biographical sketch*. Include a brief biographic statement with your disciplinary background, how long you have been at Xavier, and the typical courses you teach.
  - *Statement of interest*. Explain why you are interested in participating in the Faculty Portfolio Writing Group.
  - *Statement of Commitment*. A declaration to fully participate in all FPWG activities.