

**MIAMI DADE COLLEGE**  
**Endowed Teaching Chair Portfolio Guidelines**  
Academic Year 2017-2018

Applicants should submit documents in the following order:

1. Description of eligibility for restricted Endowed Teaching Chair (ETC) – one-page only for those Chairs (if any) where this requirement is explicitly stated.
2. A narrative of no more than 15 pages (one-sided double spaced, font size 12) plus no more than 15 pages of documentation presenting evidence of excellent performance based on the Statement of Faculty Excellence.
3. Copies of official transcripts – verifying 6 graduate credits (or approved exceptions) were taken within the 3 years preceding the ETC application or since a previous ETC award. Applicants must complete the required credits by the end of the academic year in which they submitted the application for the ETC. Those applicants who have not completed this requirement at the time of portfolio submission are encouraged to include a copy of the schedule(s) course description(s) or other documentation for course(s) in which they intend to enroll.
4. Performance Reviews\* – for no more than the prior 6 and no less than the prior 3 years. Should be signed by the faculty member and all in the administrative line.
5. Self-Assessments\* – same requirements and time period as performance review. Documents originally submitted to support statements in the self-assessment are not to be included, except as part of the 15-page-maximum ‘documentation’ (see #2, above) if faculty member wishes.
6. Student Feedback\* – may go back 6 years; must include:
  - 2015-1\*\*
  - Fall 2016 (MDConnect Term 2167)\*\*
  - Fall 2017 (MDConnect Term 2177)\*\*

**\* For those ETC applicants applying for a subsequent ETC, performance reviews, self-assessments and student feedback must cover only those terms since award of the previous ETC.**

**\*\* All classes including overloads, using the College instrument.**

**No additional materials will be accepted.**

**The submission deadline is 4:30 PM on March 1, 2018.**

**The portfolio should be submitted to the faculty member’s Department Chair or designee.**