

MIAMI DADE COLLEGE  
**Endowed Chair Portfolio Guidelines**  
For Academic Year 2011-2012

Applicants should submit documents in the following order:

1. Description of eligibility for restricted Endowed Chair – 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 Endowed Chair application or since a previous Endowed Chair award. Applicants must complete the required credits by the end of the academic year in which they submitted the application for the Endowed Chair. 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 not 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. *For those Endowed Chair recipients applying for a subsequent Endowed Chair, performance reviews must cover only those years since award of the previous Endowed Chair.*
5. Self-Assessments – same requirements and time period as performance review. *For those Endowed Chair recipients applying for a subsequent Endowed Chair, self-assessments must cover only those years since award of the previous Endowed Chair.* 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:  
2009-1 all classes including overloads, using the College instrument;  
2010-1 all classes including overloads, using the College instrument;  
2011-1 all classes including overloads, using the College instrument.

*For those Endowed Chair applicants applying for a subsequent Endowed Chair, student feedback must cover only those terms since award of the previous Endowed Chair.*

**No additional materials will be accepted.**

**The submission deadline is 4:30 PM on Thursday, March 1, 2012. The portfolio should be submitted to the faculty member’s Department Chair or designee.**