

Center for Instructional Development and Research

100 Gerberding Hall
Box 351265
University of Washington
Seattle, WA 98195-1265
Phone: 206.543.6588
Fax: 206.685.1213
Email: cidr@u.washington.edu

<http://depts.washington.edu/cidrweb>

Information for People who Teach
at the University of Washington

Developing a Professional Portfolio

"The time is right for all job seekers to use a portfolio. It's the perfect vehicle for showcasing talents and experiences. It can succinctly tell your story and prove your potential."

Martin Kimeldorf, Portfolio Power: The New Way to Showcase All Your Job Skills and Experiences. Princeton, NJ: Peterson's, 1997.

WHAT IS A PROFESSIONAL PORTFOLIO?

"A professional portfolio is simply a collection of physical evidence that helps document and describe your professional accomplishments. Portfolios can be very useful in encouraging your systematic collection of evidence of professional development over time and in promoting reflection about your professional growth."

Leo Lambert, Stacey Lane Tice, & Patricia Featherston, University Teaching: A Guide for Graduate Students. Syracuse University Press, 1996, p. 147.

WHY USE A PROFESSIONAL PORTFOLIO?

To reflect on your career path

- to help you articulate your professional goals and the work you have been doing to achieve them
- to record your professional accomplishments
- to help you have materials ready for a job search

To pursue a specific job

- to organize goals and experience prior to an interview
- to communicate your professional experience and accomplishments to a potential employer
- to expand on your one-page resume by providing a fuller, richer portrayal of your abilities and experience

WHAT GOES INTO A PROFESSIONAL PORTFOLIO?

- Statement of professional goals and philosophy
- Resume or Curriculum Vitae
- Narrative description of experiences you want to highlight; for example,
 - Academic Work
 - Research
 - Teaching
 - Leadership
 - Service
 - Publications
 - Conference Participation
 - Work Experience and Skills
 - Performance Reviews
 - Recognition and Awards

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- Appendices: Annotated materials and examples to illustrate or elaborate on your statement of goals, philosophy, and the experiences referred to in your narrative description

HOW TO GET STARTED ON A PROFESSIONAL PORTFOLIO:

- Develop the practice of collecting materials that represent your skills and achievements.
- Know your audience: Study job announcements and learn what professionals in your field value when hiring.

One resource for learning about career expectations for graduate students is the UW Re-envisioning the Ph.D. project, which provides career links and responses to the question, “What do employers want in a Ph.D.?”

<http://www.grad.washington.edu/envision/phd/index.html>

- Determine what materials and examples will provide the best evidence of your stated goals and philosophy.
- Select an organizing principle that best reflects your work; for example, chronological, functional, or thematic.

These sites provide guidelines, examples, and other resources for putting together a professional portfolio:

- Association of American Geographers: www.aag.org/Careers/UW/Profportfolios.html
- Colorado State: www.biz.colostate.edu/career/portfolio.htm
- Florida State: <http://www.career.fsu.edu/portfolio/>
- Michigan State: www.csp.msu.edu/cdc/explore/proport.htm
- Northwestern: <http://www.northwestern.edu/careers/>
- RLS Career Center: www.rlscareercenter.org/portfolio.htm

HOW CAN CIDR HELP?

At CIDR we can provide resources, assistance, and feedback as you work on developing your professional portfolio. Contact info@cidr.washington.edu or call 543-6588 to arrange an appointment with a CIDR consultant.



Center for Instructional Development and Research

CIDR promotes excellence in teaching and learning at the University of Washington through its work with individual faculty and TAs, departments, campus-wide initiatives, and University leaders. CIDR staff are available year-round to collaborate on the design, implementation, and assessment of ways to advance teaching and learning for all students in the diverse UW community. Consultations are confidential and offered at no charge to UW faculty, TAs, and departments.

If you have questions about teaching and learning, or you would like to find out more about working with CIDR, you can call us at 543-6588, send a message to cidr@u.washington.edu, or visit our web site:

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