**Example 1: Prof. A’s Continuing Contract Recommendation**

### **PART A – 80%**

**1. Teaching Documentation**

1. In his teaching statement, Prof. A expressed that his mission is to support student success and help them build confidence in their mathematical abilities.
2. Prof. A prioritizes establishing clear expectations and consistent routines in his classes while fostering critical thinking and problem-solving skills that extend beyond the classroom.
3. He primarily teaches introductory and general education math courses at the college. Many students in these courses enter with high levels of anxiety and a history of struggling with math. In his portfolio, Prof. A discusses his efforts to create a welcoming and supportive environment where students feel empowered to succeed in their coursework.
4. He included all course syllabi and student evaluations in his portfolio. His student feedback was overwhelmingly positive. One notable comment stated:

*“Professor A is patient and encouraging. He ensures every student feels supported and capable, no matter their starting point. His class was one of the first times I felt confident in my ability to succeed in math.”* – Spring 2023 course.

1. Prof. A consistently earned scores above 3.0 in student evaluations over the past academic year.

### **PART B – 20%**

**2. Professional Development:** Prof. A actively engages in ongoing professional growth. He participated in the Faculty Fellows Program focused on online teaching, regularly attended Faculty Forums, earned the Active and Engaged Learning Scholar designation in 2022, attended the National Mathematics Educators Conference in 2023, and presented at various professional events both on and off campus. He is an active member of the State Mathematics Educators Association and attends their seminars annually.

**3. Service to the College:** During his tenure at the college, Prof. A has contributed to institutional initiatives by serving on various taskforces such as the Quality Enhancement Plan workgroup. He has also acted as a course coordinator for multiple math courses, participated in hiring committees, and contributed to accreditation visits.

**4. Student Advising:** As an instructor of foundational math courses, Prof. A dedicates time in class to advising students, many of whom are in their first semester of college. His portfolio details how he spends part of the first class session reviewing campus resources, academic support services, and college policies to help students transition successfully into college. For the past two years, he has been responsible for selecting the recipient of and presenting the Mathematics Excellence Award. In summer 2023, he developed a resource guide to assist students attending campus orientation events. He has also written letters of recommendation for multiple students pursuing further education. Additionally, Prof. A has served as a faculty mentor in the Learning Commons Scholars program, guiding students through academic goal setting and college navigation.

**5. Community Engagement:** Prof. A has actively engaged in outreach efforts, including serving as a judge for Collegiate High School capstone projects, participating in recruitment events such as College Night, and delivering lessons to prospective students during campus preview events. Additionally, he contributes to the annual Math Bowl competition and supports various community service initiatives, including campus food drives, supply donation events, and the local breast cancer awareness walk. He is also a regular donor at on-campus blood drives.

**6. CV:** Prof. A’s CV is comprehensive and well-organized, effectively highlighting his educational background, teaching experience, professional development, service contributions, and community engagement. His qualifications and accomplishments clearly demonstrate his dedication to his field and his continuous pursuit of excellence in education.

**7. Evaluations:** Prof. A’s evaluations reflect his effectiveness as an educator and his positive impact on student learning. Consistently averaging high scores, his evaluations highlight his clear communication, supportive teaching style, and commitment to student success. Feedback from supervisors and peers further reinforces his excellence in teaching, professional conduct, and leadership within the department.

**Overall Comments:** Prof. A's portfolio was well-organized and clearly demonstrated his dedication to teaching excellence, student support, professional development, and service to the college and broader community. As a colleague in the Mathematics Department, I can confidently say that Prof. A is a valuable member of our team. I highly recommend him for a Continuing Contract position.

Best Regards,
[Your Name]

**Example 2: Prof. B’s Continuing Contract Recommendation**

**PART A – 80%**

**1. Teaching Documentation**

1. Their teaching style emphasizes a lecture-based approach, complemented by interactive discussions and student engagement activities. The candidate integrates historical context into lessons to spark interest and employs humor to enhance learning experiences. These strategies are intentionally incorporated to foster a more engaging classroom environment.
2. Prof. B demonstrates a reflective approach to teaching, recognizing the need to balance lecture-based content with active student participation. The candidate is proactively addressing challenges such as maintaining engagement in courses and varying student preparedness by using multimedia resources, discussions, differentiated instruction, and formative assessments. Looking ahead, Prof. B plans to explore educational technologies, active learning strategies, and interdisciplinary curriculum design to enhance student engagement and relevance.
3. Students complete weekly homework assignments and quizzes to reinforce course material. The candidate utilizes publisher-based online learning platforms for assessments and selects problem sets to align with instructional objectives. Each course typically includes two to three major exams along with a cumulative final exam to assess student learning.
4. The candidate develops detailed lecture notes for students to use as study resources, making them readily available in Canvas. Over the years, student feedback has consistently highlighted the usefulness of these materials. Student feedback reflects a high level of satisfaction with the candidate’s teaching approach.
	* One particularly insightful student comment stated, “The instructor made the class very enjoyable by sharing real-world applications, discussing historical context, and incorporating personal experiences.”
5. Over the past five years, the candidate has taught 54 courses, with the majority being traditional in-person classes and the remainder delivered online. All online courses taught since Spring 2023 have received a High-Quality designation from the Center for Innovative Teaching and Learning (CITL). The candidate maintains positive and professional relationships with supervisors, faculty colleagues, and staff members, contributing to a collaborative and supportive academic environment.

**PART B – 20%**

**2. Professional Development:** Over the past five years, the candidate has participated in various training opportunities, including instructional technology workshops, online teaching certifications, and faculty development events. Additionally, they have engaged in institutional initiatives such as the Faculty Fellows Program and professional conferences.

**3. Service to the College:** The candidate has contributed to institutional effectiveness by enhancing student learning outcomes (SLO) processes, delivering faculty presentations, participating in academic competitions, and serving on various task forces and workgroups.

**4. Student Advising:** The candidate has provided career and academic advising to students, offering guidance on course selection and professional pathways. They have written numerous letters of recommendation for students seeking advanced educational opportunities and specialized programs.

**5. Community Engagement:** The candidate has engaged with the broader community by representing the college at recruitment events, volunteering at local organizations, and participating in educational outreach initiatives.

**6. CV:** Prof. B's CV effectively highlights extensive teaching experience and active involvement in professional development and service to the college. It demonstrates a well-rounded commitment to both instructional excellence and continuous growth within the academic community. The candidate’s engagement in various institutional initiatives and professional organizations showcases dedication to staying current in their field.

**7. Evaluations:** Prof. B's evaluations reflect consistently positive feedback. Supervisors recognize their professionalism, reliability, and contributions to departmental goals. The evaluations illustrate Prof. B's ability to foster a positive learning environment while maintaining high academic standards.

**Overall Comments:** The candidate’s portfolio is well-organized, demonstrating adherence to all portfolio requirements. Having had the opportunity to work closely with the candidate, I can attest to their value as a faculty member. I strongly recommend them for a Continuing Contract position.

Best Regards,
[Your Name]

**Example 3: Professor C’s Continuing Contract Portfolio Review**

### **PART A – 80%**

**1. Teaching Documentation:**

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| --- | --- |
| **Statement of Teaching Philosophy** | Professor C emphasizes active and engaged learning strategies in her teaching philosophy. She incorporates activities that encourage students to connect classroom content to real-world applications and draw from their personal interests and experiences. Some of the engagement strategies she uses include Think-Pair-Share and Problem-Based Learning. She develops primary source discussions in her online courses, assigns film analyses and scholarly article reviews, and provides students with opportunities to conduct original research. |
| **Reflection** | Professor C demonstrates a commitment to continuous improvement through thoughtful reflection on her teaching practices. She acknowledges the challenge of balancing student engagement with rigorous academic standards, particularly in online settings. To address this, she has experimented with new discussion formats and multimedia resources to increase interactivity. Looking forward, Professor C plans to explore additional active learning strategies, such as flipped classroom techniques and collaborative group projects, to enhance student engagement and deepen content understanding. |
| **Course Syllabi** | Professor C’s syllabi are well-structured and clearly outline course objectives, grading policies, and expectations for student participation. Each syllabus includes detailed weekly schedules, guiding students through readings, assignments, and assessments. She incorporates various instructional materials, including primary source documents, scholarly articles, and multimedia resources. This approach ensures that students engage with varied perspectives and develop critical thinking skills. Additionally, her syllabi reflect a commitment to inclusive teaching practices by offering flexible assignment options and multiple avenues for student participation. |
| **Student Evaluations** | She received positive feedback from students. *One student commented: “The best thing about this course was how engaging and enjoyable the assignments were. The topics we explored were so interesting that it didn’t feel like work.”* |
| **Supervisor Evaluations** | Her supervisor highlighted her professionalism, adaptability, and positive influence within the department. She is recognized as a collaborative colleague who actively contributes to academic initiatives and demonstrates a strong commitment to student success. |

### **PART B – 20%**

**2. Professional Development:** Professor C's professional development activities highlight their commitment to continuous learning and professional growth.
*Examples:* publishing research articles, presenting at academic conferences, participating in faculty forums, attending faculty development workshops, writing book reviews, conducting peer reviews in her field, mentoring colleagues, and participating in professional development events at the college.

**3. Service to the College:** Professor C regularly engages in service to the college.
*Examples: s*erving on various college task forces and work groups, advising student clubs and academic organizations, serving as a judge for student competitions, assisting with academic tournaments, and working the concessions at sporting events.

**4. Student Advising:** Professor C aids students with career preparation and application to honor societies and competitive programs.
*Examples:* assisting students in selecting academic majors, identifying transfer institutions, planning career paths, and writing letters of recommendation for students.

**5. Community Engagement:** Professor C has frequently contributed to educational and community outreach programs.
*Examples:* delivering guest lectures at local institutions, representing her department at recruitment events, and volunteering for Kids on Campus.

**6. CV:** Professor C’s CV is comprehensive, showcasing her extensive teaching experience, scholarly publications, and active participation in academic conferences. It effectively highlights her leadership roles in professional organizations and her contributions to curriculum development. The CV also reflects her commitment to interdisciplinary collaboration and her pursuit of continuous professional growth. Notably, her publication record demonstrates a sustained engagement with research that informs her teaching practices and enhances student learning experiences.

**7. Evaluations:** All of Professor C's supervisor evaluations meet or exceed expectations. Supervisors consistently commend her dedication to student success, innovative teaching methods, and positive influence within the academic community. Feedback highlights her effective communication, responsiveness to student needs, and proactive collaboration with colleagues. Her supervisors recognize her as a role model for newer faculty members, noting her willingness to mentor and support departmental initiatives.

**Overall Comments:** Professor C includes effective narratives and relevant artifacts in her portfolio. She also includes letters of support from colleagues, highlighting her contributions to teaching and service. I have had the opportunity to collaborate with Professor C at faculty forums and college events. She is a valuable member of our academic community, and I strongly recommend her for a continuing contract position.

Best Regards,
[Your Name]

**Example 4: Professor D Continuing Contract Portfolio Review**



**Memo**
**To: Name, Title**
**From: Your Name, Your Title**
**Date:**
**Re: Continuing Contract Recommendation for Professor D**
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I am providing the following feedback based on my review of Professor D’s application for Continuing Contract. The candidate has adequately addressed each area of the Teaching Documentation section in a well-organized and clear manner. She included several outstanding student comments, such as the following: *“Professor D made learning enjoyable by connecting the material to real-world experiences.”* Additionally, the portfolio includes a class observation document, which highlights her use of a variety of engaging and interactive teaching strategies.

Professor D participated in the Faculty Fellows Program to develop quality-designated courses. She was recognized as an Active and Engaged Scholar by the College’s Quality Enhancement Plan in Fall 2024. Professor D participated in the Chris Mizell Challenge by using active and engaging learning strategies in her classes and shared teaching techniques with colleagues. She made multiple presentations at faculty forums and professional conferences, including the Teaching Professor’s Conference in 2023. Additionally, Professor D earned an “Online Accessibility and Universal Design for Learning Certification.” She has attended numerous workshops, conferences, and webinars, all of which are documented in her portfolio. Moreover, Professor D has an article submission titled "How to Teach" scheduled for publication in Spring 2025.

Professor D has contributed significantly to her department by revising departmental syllabi, updating Student Learning Outcomes, and adopting new textbooks. She collaborated with her supervisor to expand in-person course offerings. Professor D assisted the QEP Observational Protocol by observing courses in 2024. She has served on several hiring committees and participated in the Continuing Contract Review Committee. In addition, she has interviewed adjunct faculty members and tutors for her department.

Professor D has written 16 letters of recommendation for students seeking scholarships to continue their education at four-year institutions. She actively mentors students, guiding them through academic decisions, career planning, and application processes. Her genuine investment in her students’ futures contributes to their confidence and readiness for the next steps in their educational journeys.

Professor D offered a free course at the Niceville Senior Center in 2022. She is a current member of the Niceville Kiwanis Club. Professor D volunteered as a Capstone judge for Collegiate High School in 2023. She is also an active member of the Association of Florida Colleges. Her commitment to community service demonstrates her dedication to enriching the local community and fostering meaningful connections beyond the classroom.

I had the opportunity to meet with Professor D at the AI Using Pedagogical Strategies session and observed her dedication to both teaching and preparing students for future success. Professor E and Professor F can also attest to her dedication and have provided letters of support, which are included in her portfolio. I highly recommend Professor D for a Continuing Contract position.

Best Regards,
[Your Name]