

## P&T Portfolio Basics

- **Detailed Outline:** First take time to thoughtfully organize the activities that you plan to document in each category. Share the outline with your PRT and other colleagues before writing narratives.
- **Narratives:** Detailed, clear, and succinct explanations are important. Remember that reviewers are from across the college and will have numerous portfolios to read through. Share each narrative with your PRT before you add it to your Bb portfolio. For ease in formatting, place links to documentation between paragraphs rather than imbedded within each paragraph.
  - **Teaching & Learning** - Teaching Philosophy/Narrative
    - See 'Tips for Writing a Teaching Philosophy' (pptx)
    - Include teaching strategies, representative assessments/grading rubrics, and reflection on student evaluations.
    - Explain how each piece of documentation in this category supports your teaching philosophy.
  - **Profession** – explain how included activities/documentation support exemplary performance.
  - **Service** – provide details of time commitment and your specific contributions.
- **Documentation:** Mention every piece of documentation in the narrative *and* document every activity mentioned in the narrative. See examples of helpful documentation in the P&T Handbook.

**P&T Handbook, portfolio rubrics,** and other helpful information about the P&T Process are posted on the [P&T webpage](#).