

PFF PORTFOLIO RUBRIC

	Excellent	Very Good	Good	Unsatisfactory
Cover page (e.g., Contact information, academic program)	Stands out; easy to read; professional	Complete & professional	Somewhat professional & slightly difficult to read information	Confusing, unprofessional
Table of contents (Title, sections)	Very well organized; professional	Well organized	Somewhat well organized	Poorly organized
Personal profile/cover letter (# 3 below)	Career & personal goals, skills, & purpose of portfolio clearly articulated	Career & personal goals, skills, & purpose of portfolio articulated	Career & personal goals, skills, & purpose of portfolio somewhat articulated	Confusing, unclear goals & skills
Signed & completed PFF Readiness Plan	Very professional; includes required materials; sections clearly identified	Professional; includes required materials; sections identified	Includes required materials; sections identified	Materials have no identified sections; unorganized
Research statement	Very well-articulated description & goals	Well-articulated description & goals	Articulated description & goals	Language is confusing; grammatical errors
Teaching philosophy	Very well-articulated description & goals	Well-articulated description & goals	Articulated description & goals	Language is confusing; grammatical errors
Curriculum Vitae (CV)	Outstanding organization & professionalism	Complete & professional; just below outstanding	Good organization & professionalism	Missing information raises serious red flags.
Two reference letters supporting PFF Certificate	Letters very positive & very supportive of PFF	Letters positive & supportive of PFF	Letters neutral & one-sentence support of PFF	No mention of PFF support
Unofficial transcript	Included official transcript	Unofficial transcript included in its own section	Unofficial transcript included	Transcript was missing
Artifacts (work samples)	Excellent research, teaching artifacts	Very good research, teaching artifacts	Good research, teaching artifacts	Artifacts lack breadth of academic prowess
Presentation, grammar, punctuation	Distinguishes PFF candidate as professional	Just below excellent	Meets requirements but needs polish	Needs revision

PORTFOLIO INSTRUCTIONS:

The PFF Portfolio is the capstone assignment for the PFF Certificate. Whether electronic, web-based or print, the portfolio should have a tab or divider for each section. The contents are as follows:

1. Cover page
2. Table of Contents
3. Personal profile or cover letter (indicates the purpose of the portfolio, your career goals, and your skills such as communication, creativity, critical thinking, leadership)
4. Signed *Faculty Readiness Plan*
5. Research statement
6. Teaching philosophy
7. Curriculum Vitae (CV)
8. Reference letters (minimum of two)

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9. Unofficial transcript
10. Artifacts (work samples such as teaching evaluations, syllabi)

The presentation, grammar and punctuation of the PFF Portfolio will also be evaluated. The PFF Certificate will be completed when 80% of the required portfolio contents earn Good, Very Good, or Excellent using the preceding scoring rubric.

CV Rubric

CV Rating	Excellent	Very Good	Good	Unsatisfactory
Overall appearance	Distinguishes candidate as very professional	Candidate can produce professional work if uses a template	Somewhat professional & slightly difficult to locate information	Makes it impossible to take candidate seriously
Contact information	Stands out, easy to locate and absorb.	Easy to locate and read	Easy to locate but incomplete, confusing	Erroneous
Job title, employer, city, state & dates from current to past	Consistent formatting and thoughtful placement; improves absorption of information.	Adequate formatting & placement	Inconsistent formatting, thoughtless placement	Missing information raises serious red flags.
Education & qualifications	Education & qualifications quickly evident	Education & qualifications listed but less evident	Qualifications incomplete or confusing	Difficult to discern qualifications.
Professional skills	Skills that will be an asset to the employer are carefully highlighted.	Skills are embedded in other sections of CV. Needs highlighting.	Skills do not seem applicable to an educational setting.	Difficult to discern professional skills.
Professional Achievements & activities	Appears to be a well-rounded individual & very professionally involved.	Has experienced success in some personal & professional endeavors	Has participated in activities but no indication of the extent.	None listed
Strong, clear statements	Strong, clear statements highlight key skills	Strong statements highlighting some key skills	Somewhat confusing statements distracting reader from key skills	Long, wordy statements prevent reader from noting key skills
Font, formatting, headings	Font enables the reader; formatting & headings guide the eye to key information	Font style & size appropriate; Consistent formatting & headings	Font cramped or small; inconsistent formatting & headings interfere with locating information	CV very difficult to read (font & style); confusing formatting & headings

Job Talk Reflection Paper Rubric

Faculty Job Talk Reflection Paper	Excellent	Very Good	Fair; return for revision	Needs improvement; return for revision
Requirements (300 word reflection, typed, 12-point font; date of talk, applicant, topic, preferred position, & academic program identified)	Paper exceeds requirements	Paper meets requirements but does not exceed them	Paper meets minimum requirements; return for revision	Paper does not follow guidelines
Analysis of Job Talk	Paper is thorough & includes detailed narrative of the job talk, analysis of the talk's effect on the audience & responses to questions	Paper is complete & includes narrative of the job talk, analysis of the talk's effect on the audience & responses to questions	Paper briefly describes a narrative of the job talk & the talk's effect on the audience & responses to questions	Analysis fails to reflect on the job talk
Job Talk Presentation	Presentation was delivered very articulately, clearly.	Presentation was delivered articulately, clearly.	Presentation was delivered fairly articulately, clearly.	Presentation delivery was difficult to hear, with numerous pauses and filler words.
Language (vocabulary, tone)	Presentation used sophisticated and correct vocabulary; uses subject-specific vocabulary effectively; & maintains a tone appropriate for the audience.	Vocabulary was varied and appropriate; frequently uses subject-specific vocabulary correctly; the tone of the presentation was generally appropriate for the audience.	Vocabulary was used properly though the sentences were simple. Presenter's tone shows some level of audience sensitivity.	Vocabulary was unsophisticated, not used properly in very simple sentences.
Responses to questions	Candidate's responses were well-developed, delivered confidently, with evidence of very careful data analysis.	Candidate's responses were organized, delivered confidently, with evidence of careful data analysis	Candidate's responses were well-developed, delivered slowly, with some evidence of careful data analysis.	Candidate hesitated when responding, with some confusion when speaking.