Academic Advisor Portfolio

This academic advisor portfolio is a summary of activity and development. It provides academic advisors the opportunity to reflect on the work they have completed, the goals they have achieved, and the areas in which they would like to further refine their skills. The portfolio is made up of two components: (1) Advisor Activities Report, and (2) Professional Development Report.

The advisor should draft the portfolio in any format that makes sense for the advisor and his/her responsibilities. For example, it could be a bulleted list of activities or it could be a detailed narrative. Remember: This portfolio is an educational tool both for the advisor and the supervisor to improve advisor development and the services provided to students.

Advisors should consider including any supporting materials such as student feedback or peer feedback gathered from a Shadow & Share peer observation (see Office of Undergraduate Advising website for details on how to get involved in a Shadow & Share).

Upon completing this portfolio, submit it to the supervisor who is coordinating your evaluation to review before your final meeting.

NOTE: Be sure to include your name, advisor title and department, evaluation period (ex. from January 2014-December 2014), and on the completed portfolio document.

(1) Advisor Activities Report

Instructions: Consider your work over the past year or since your most recent performance evaluation. Describe or list the activities in which you have engaged in the following areas. Only complete the areas that are relevant to your advising work and role.

Office or Campus Committees: Describe role on the committee(s) and the result of your or the committee’s work

Event or Program Coordination: Describe any events or programs you coordinated or helped coordinate, whether new or regularly occurring events/programs.

Representing Department/Unit: Describe any activities/events at which you represented your department or unit and how you represented the department or unit

Service Improvement Initiatives: Describe any student services (ex. websites, handouts, appointment scheduling, alumni connections, etc.) you worked to improve or develop

Administrative Responsibilities: Describe any administrative tasks you managed (ex. Chair elections, timetable, budget, etc.)

Trainings/Conferences/Courses Attended: Describe any advisor-related trainings, local/regional/national conferences, or professional courses completed
Other: Are there other projects, tasks, presentations, hand-outs, and/or activities? Do you teach? Did you initiate a new partnership? Did you read advising-related publications? Did you complete any research? Share anything else you’d like your supervisor to know about!

(2) Professional Development Report

Instructions: Consider your professional development over the past year or since your most recent performance evaluation. Use this space to focus on your most significant accomplishments, any challenges or obstacles, and goals for the future.

1. Explain your Advising Philosophy
2. Describe any professional development goals you have accomplished during the evaluation period
3. List your two or three most significant accomplishments during the evaluation period
4. List your five strongest and five weakest advisor competencies and behaviors
5. Were there any obstacles that made it difficult to accomplish your advisor responsibilities? If yes, please explain
6. What additional support do you need from your supervisor or department in order to accomplish your advisor responsibilities and professional development goals?
7. List three professional development goals for the next evaluation period and how you plan to achieve these goals.

Questions on how to complete this portfolio? Contact the Office of Undergraduate Advising!