Hello Rod,

I know you have limited time and I appreciate your willingness to step in. If you can, I listed two portfolios to review. Thank you for your service to the IT Department Portfolio Review. I am glad to have you onboard for this important process in the professional development of our current IT Candidates. As you may remember for your own experience, the professional review is critical to the candidate's understanding of the required competencies in the field.

The attached documents are tools for you. The "reqs&rubric" document contain the requirements of the portfolio and the rubric to guide your assessment. Your judgment is better than the rubric, which is only a very general guide. The reviewer's document is made in Word as a form. If the form doesn't work for you, then a non-form-field version is also attached.

The process is outlined below and should be completed in the four day window, Monday - Thursday, October 13-16.

Process:
1) Review the requirements and rubric before starting the review process.

2) Please review the portfolios assigned below starting after 5pm, Monday, October 13.

3) Use the reviewer evaluation document to write a separate review for each candidate. It is anonymous, only indicate your affiliation with the IT field.
Note: You may wish to create separate Word documents for each candidate portfolio or combine all the reviews in one Word document.

4) Complete the review.
Notes:
4a) In writing your review, any section that does not have the required number of documents is "unacceptable." If the required number of documents are in place your next decision is whether those documents show "acceptable" competency  or "target" competency, based on your best judgment of the work presented in that section.

4b) The first section, Foundations, should have three documents: the overview of the portfolio, a resume, and a theoretical paper.

4c) Please consider writing specific feedback for each section. Offer helpful guidance to help the candidate improve their portfolio and give general feedback in the comments section at the bottom of the form. Be critical, but helpful. You may wish to write encouraging comments to reinforce the good portions of a candidate's portfolio.

4d) Be sure to distinguish your suggested or recommended changes from the "must do" changes.

5) Send the reviews back to me when ready. The target date to return your reviews is Thursday, October 16, midnight.

Each candidate will receive a minimum of three reviews, so your review is not the one that determines their fate!
When I receive your reviews, I will copy your comments into one document for each candidate and write a summary of the results. The candidate then makes any changes you note and must update any "unacceptable" sections. When the candidate completes all the edits the reviewers request, he or she presents the revised portfolio to their advisor for sign-off.

Thank you again. If you should have any questions in the review process, please contact me.

Best wishes,

Steve
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Subject: Re: IT Portfolio Review
From: Steven McGriff
Date: 10/15/2008 9:29 PM
To: rodmyers@indiana.edu
Rod,

I am so glad you were able to participate. I appreciate your help and the department is grateful, too.

Next spring...I'll send you a note.

Best wishes,
Steve
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