



# The Academic Advising Portfolio Checklist

- Personal Information
- Advising Philosophy
- University/College/Advising Center
- Advising Goals and Objectives
- Professional Development and Service
- University and Community Service
- Feedback and Evaluations
- Accomplishments and Challenges
- Professional Reflection
  - Reflect the growth you have accomplished and provide relevant artifacts
  - Evidence of various efforts to address student's needs
  - Letters of support from colleagues
  - Self-assessment tools using rubrics with specific concrete goals and scales can identify obstacles and measure progress in overcoming them
- Priority Goals and Objectives for the next Academic Year
- Supplementary Comments