



The Administrative Portfolio: A Practical Guide to Improved Administrative Performance and Personnel Decisions

Peter Seldin, Mary Lou Higginson

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Academic administrators occupy a position that is highly complex and entails unrelenting demands such as managing heightened workloads, stretching ever-tightening budgets, and promoting collegiality among intensely driven individuals. At the same time, administrators are facing increased accountability for their job performances. While confronted by these challenges, how can they supply concrete evidence of their accomplishments? The authors of this practical guide recommend preparing an administrative portfolio.

Including ready-to-use and field-tested information, *The Administrative Portfolio* is a hands-on look at the why, what, and how of preparing and successfully using the portfolio. It includes

- Practical suggestions for getting started and then maintaining the most effective use of portfolios
- Key issues, red-flag warnings, and benchmarks for success
- Helpful answers to common questions
- Differentiation between portfolios for personnel decisions and those that are used for performance improvement
- A list of 21 possible portfolio items from which administrators can choose the ones most personally relevant
- A selection of 13 real portfolios from across administration positions and institutions

Written for presidents, provosts, academic vice presidents, deans, department chairs, and program directors, *The Administrative Portfolio* presents as well as demonstrates sensible strategies for how to develop and use a strong portfolio.

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