**Annexure 1; Template for Professional Portfolio**

A Professional Portfolio, in both electronic and hard copy format should be submitted as part of the application process.

The portfolio should be a collection of information, documents, and specific examples that showcase the candidate’s work, skills, abilities, experiences and accomplishment. It should be well organized and should present a snapshot of the candidate’s professional growth. It should include pieces from professional work, education and training, volunteer experience and personal interests based on the general skills and abilities expected of all Dean positions and the specific experiences listed under the relevant Dean’s position being applied for. The Professional Portfolio should include the following:

1. A Statement of Interest in the position you are applying for (300 words).
2. A summary of why you are interested in the position, and all kind of skills, abilities and experiences you have to take up the position along with samples of evidences that support your assertion that you have those skills, abilities and experiences (200 words).
3. A description of your professional background: This section should provide an overview of your cumulative knowledge, a timeline of your career path, your education, and any certifications you have (300 words).
4. Description of your experience of visioning, planning, strategizing, implementing and evaluating activities with visible impact at the programme or college level (300 words).
5. Description of your experience of having developed quality proposals/ policies/ reports/other forms of professional writing with visible impact on the college (200 words).
6. Description of your experience of having worked in teams and having demonstrated effective team buildings skills (200 words).
7. Description of your experience of having served as programme Leader/ Head of Department/in any other leadership positions or roles (150 words).

**If you are applying for the position of Dean of Academic Affairs**

* Evidence of having written modules, having developed and managed programme(s), and reviewed or vetted others’ professional writings (200 words)
* Evidence of having facilitated relevant professional development programme(s) or other professional services for faculty members or relevant stakeholders (200 words)
* Evidence of having collaborated with relevant stakeholders and established meaning partnerships/collaborations and visible impact of these initiatives in the college (200 words).
* Evidence of major initiatives taken at the programme or college level that have supported and made a visible impact on Teaching, Learning and Assessment in the College (200 words).

**If you are applying for the position of Dean of Research and Industrial Linkages**

* Evidence of having written research grant proposals, carried out relevant research and managed research projects (200 words).
* Evidence of publication in research or other academic journals, professional contributions to the research community as reviewer, editor, member of editorial committees (200 words).
* Evidence of having taught research modules and supervised research projects at the undergraduate or postgraduate level (200 words).
* Evidence of having taken major initiatives to enhance research and external relations in the college (200 words).

**If you are applying for the position of Dean of Student Affairs**

* Evidence of having taken major initiatives to develop/improve student support services (200 words).
* Evidence of having engaged or supervised students in community or voluntary services, co-curricular and extra-curricular activities (200 words).
* Evidence of having provided or managed services related to student wellbeing (200 words).
* Evidence of having engaged in activities related to promotion of culture and environmentally friendly practices (200 words).

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