

The Portfolio Development Process

(from the 06/07 Leadership Handbook)

Table 1: The Total Portfolio Development Process

Portfolio		Synthesis Paper	Portfolio Presentation	Final Celebration
<ul style="list-style-type: none"> • Approval of IDP • Competency documentation reviewed by Regional Group • Ongoing review & sign-off by advisor & other faculty 	<ul style="list-style-type: none"> • Dissertation development & defense • Approved dissertation is included in portfolio. • Submit portfolio to Leadership Program office (preferably 1 month before presentation) 	<ul style="list-style-type: none"> • Submitted two weeks before portfolio presentation to advisor 	<ul style="list-style-type: none"> • Final review of portfolio by Program Team • Presentation of portfolio • Final approval of portfolio 	<ul style="list-style-type: none"> • Participant's public celebration presentation with Regional Group • Dr. . . . !

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Some participants will benefit from seeing a more detailed, step-by-step description of this process, as shown on the next page.

The Total Portfolio Development Process

The portfolio development process spans the total program length of the participant’s active status in the Leadership Program and typically follows the steps outlined in Table 2 below. Deviations from this sequence can be petitioned in certain circumstances after consultation with the advisor and have to be submitted for approval of the faculty. In this case the participant has to show how all the steps of the portfolio process will be followed in an alternative, but meaningful way.

Table 2: The Portfolio Development Process in the Leadership Program

Step	Description	Comment
Entry	Orientation	
Step 1	IDP Approval	
Step 2	Competency development and evaluation including research competencies by RG	Build portfolio over time. Gather approval from RG members.
Step 3	(Concurrently) Competency evaluation by advisor and team member.	Gather competency sign-offs from advisor and other faculty
Step 4	Demonstration of emerging research skills	PhD: includes quantitative and qualitative methodologies.
Step 5	Dissertation topic approval process	Can be early in the program depending on adequate demonstration of research methodology skills.
Step 6	Dissertation proposal development process	Typically takes a semester and a course to be approved by committee and IRB.
Step 7	Dissertation data gathering phase	
Step 8	Dissertation writing process	This step is seldom accomplished while working full time. Most need some concentrated time for uninterrupted writing work. Plan a sabbatical from work for this phase.
Step 9	Dissertation editing and rewriting process	As important as the original draft.
Step 10	Dissertation approval and defense	Feels like the “big” day
Step 11	Portfolio completion including research competencies	Gather all competency sign-offs
Step 12	Synthesis paper	Submit with complete portfolio
Step 13	Portfolio presentation	AU faculty panel
Step 14	Public Celebration	RG with faculty representation—the real “big” day: You are finally Dr. ...