

Documenting Your Innovation and Entrepreneurship

If you have engaged in innovation or entrepreneurship, it is important to maintain a record of your innovation and/or entrepreneurship efforts, accomplishments and aspirations. This documentation can serve many purposes including being used in annual performance evaluations, promotion and tenure reviews, and to support award nominations.

One of the best ways to document innovation and entrepreneurship is by developing a portfolio. In brief, an innovation and/or entrepreneurship portfolio brings together select materials that document your experience as an innovator and/or entrepreneur. It should contain material that can be independently verified, e.g., number of organizations that have implemented your innovative approach or the number of students that you have provided entrepreneurial mentorship too. The strength of an innovation or entrepreneurship portfolio lies in the way it integrates many kinds of information, rather than relying on a single measure of your innovation or entrepreneurship efforts.

When possible, connect your innovation or entrepreneurship efforts to its impact on society. This illustrates the relevance of your innovation and/or entrepreneurship efforts regarding how people live their daily lives.

Ultimately the process of creating a portfolio provides an avenue to identify innovation and/or entrepreneurship goals, describe strategies, and contemplate your work as an innovator and/or entrepreneur. The reflective practice of creating and maintaining an innovation or entrepreneurship portfolio can also be an effective tool for improving your innovation and entrepreneurship.

Innovation and entrepreneurship can span teaching, research/creative activities and extension/professional practice.

Recommended Innovation and Entrepreneurship Portfolio Contents

Below is a list of elements that might be included or summarized in your innovation and/or entrepreneurship portfolio. Items marked with an asterisk (*) should be part of most portfolios. Place particularly lengthy items in an accompanying appendix and describe these only briefly in the main document. Include a table of contents to help organize content.

Roles, Responsibilities, and Goals

- A statement describing your innovation and entrepreneurship roles and responsibilities*
- An innovation/entrepreneurship philosophy statement (a 2 to 4-page narrative that outlines your goals and strategies, summarizes your innovation/entrepreneurship experience, and describes efforts you have made to further your craft as an innovation/entrepreneurship
 - Please see the [Writing an Innovation and/or Entrepreneurship Philosophy Statement](#) for a potential way to craft your innovation/entrepreneurship statement.

Representative Mentorship Materials

- Descriptions with details of content, objectives, methods, and procedures for evaluating innovation and/or entrepreneurship*
- Reading lists
- Assignments
- Handouts, problem sets
- Descriptions and examples of visual materials used
- Descriptions of technology used in mentorship
- Examples of written feedback from mentees*

Evaluations of Innovation and/or Entrepreneurship

- Summarized student evaluations of innovation and/or entrepreneurship courses, including response rate and relationship to the departmental average*
- Comments from a peer observer or a colleague on your innovation and/or entrepreneurship*
- Statements from colleagues in the department or elsewhere, regarding the preparation of students for innovation and/or entrepreneurship*
- Letter from an external reviewer who has seen other elements of your documentation
- Statements from industry
- Statements from employers

Contributions to Your Institution or Profession

- Service on innovation and/or entrepreneurship committees
- Development of student apprentice/internship programs
- Assistance to colleagues on innovation and/or entrepreneurship matters
- Reviews of forthcoming textbooks
- Publications on innovation and/or entrepreneurship
- Work on curriculum revision or development
- Obtaining funds/equipment for innovation and/or entrepreneurship programs
- Participation in training programs for students/mentees

Activities to Improve Innovation and/or Entrepreneurship

- Participation in seminars or professional meetings about innovation and/or entrepreneurship
- Design of new courses or mentorship materials
- Use of new methods of innovation and/or entrepreneurship
- Preparation of a textbook, lab manual, etc.

- Description of innovation and/or entrepreneurship improvement projects developed or carried out.

Honors or Recognitions

- Innovation and/or entrepreneurship awards
- Invitations based on innovation and/or entrepreneurship reputation to consult, give workshops, write articles, etc.
- Requests for advice about innovation and/or entrepreneurship by committees or other organized groups

2-3 Page Autobiographical Statements

- Inquire into, diagnose, make sense of, and actively experiment with the toughest aspects of your innovation and entrepreneurship experience.
- Explain how innovation and/or entrepreneurship have affected you. How have you responded in different innovation and/or entrepreneurship contexts? What has interested and motivated you about innovation and/or entrepreneurship? What challenges and rewards have you found, or do you anticipate finding in innovation and/or entrepreneurship?
- Describe and assess your learning style-what is your own process, what makes you succeed or fail as an innovator and or entrepreneur?

Revised December 21, 2022