January 2004

Review: The Administrative Portfolio by Peter Seldin and Mary Lou Higgerson

Deryl R. Leaming

Follow this and additional works at: https://scholars.fhsu.edu/alj

Part of the Educational Leadership Commons, Higher Education Commons, and the Teacher Education and Professional Development Commons

Recommended Citation

Available at: https://scholars.fhsu.edu/alj/vol2/iss1/9

This Article is brought to you for free and open access by FHSU Scholars Repository. It has been accepted for inclusion in Academic Leadership: The Online Journal by an authorized editor of FHSU Scholars Repository.
Academic Leadership Journal

The Administrative Portfolio

Issues: Winter 2004 - Volume 2 Issue 1
Posted On 2007-02-13 04:44:35
Author(s): Deryl Leaming

The Administrative Portfolio

by Peter Seldin and Mary Lou Higgerson

232 pages published by Anker Publishing Company, 2002

(This book may be ordered by going to http://www.ankerpub.com).

Reviewed by Deryl R. Leaming

The subtitle of this new book — which is written by two of the leading leadership scholars, Peter Seldin and Mary Lou Higgerson — is

A Practical Guide to Improved Administrative Performance and Personnel Decisions. It is that and more! This is a book that all administrators who want to improve their performance must have on their desk. Keep it there rather than putting it away on some bookshelf.

In the preface, the authors write: "Previous books on evaluating and developing administrative performance were mainly collections of administrative techniques, often focused on a specific position, such as a department chair, or academic dean. This book is different." Indeed it is. And the difference is a text that is remarkable in that it is well written and hands-on. It provides easy to understand and "ready-to-use, field-tested information." Also, I quote from the preface what the authors provide regarding what the book offers:

- It offers practical suggestions for getting started and then maintaining the most effective use of portfolios.
- It identifies key issues, red-flag warnings, and benchmarks for success.
- It provides helpful answers to common questions.
• It carefully differentiates between portfolios for personnel decisions and portfolios for improvement in performance.

• It lists 21 possible portfolio items from which administrators can choose the ones most personally relevant.

• It includes 13 actual portfolios from across administrative positions and institutions.

This is the quality of book you would expect from Seldin, Higgerson, and Anker Publishing Company. Fourteen authors team up with Seldin and Higgerson to produce a book that has special value. My only complaint is that this book should have been published five years ago. As a retired administrator, I envy those who now use it, and I wish the book had been available when I was an active administrator. I have had the privilege of hearing Seldin and Higgerson speak, and as I read

The Administrative Portfolio, it is like having them by my side offering solid advice. Go out and buy this book today! Trust me, you will appreciate having Seldin and Higgerson giving you solid advice!

VN:R_U [1.9.11_1134]