

Teaching Portfolio

7. Teaching Portfolio

What is a Teaching Portfolio?

A teaching portfolio is a description of a professor's teaching competence and performance. Therefore, it contains every document that supports your credibility of being THE candidate for the job.

What to include in a Teaching Portfolio

By and large, the material you may include may be divided into two categories, i.e. material that you provide, and material that is provided by others. Note that while some of the items are indeed commonly and frequently included, they are not necessarily a must-have. The list is a suggestion of what you may include, and is by no means comprehensive.

Material that you provide:

- Statement of teaching philosophy: Describe how you view the role of the teacher. Topics you may cover include how to reach the goal of the respective course, students' motivation, how to develop rapport with students, how to handle disciplinary issues, etc. Also outline how that understanding translates into your teaching methods and strategies.
- Teaching methods and strategies: Describe what methods you apply in the respective course, i.e. group discussion, group exercises, individual reading, field work, etc. Emphasize innovative strategies if you have some. You may also elaborate on the differences in your teaching style depending on the student body you are teaching.
- Statement of past and present teaching responsibilities: List all the courses you have taught and are currently teaching, their titles, number of students and their demographics.
- Course syllabi: This should include course content and goal, teaching methods, specific assignments and readings. It should also include methods of grading.

- List and describe new teaching approaches that you have innovated, as well as an assessment of their suitability and effectiveness.
- Self-evaluation.
- List of the activities you have done to develop your teaching skills.

Material that is provided by others:

- Student course evaluations.
- Evaluations/statements from colleagues who reviewed your teaching material.
- Honors or awards or nomination for such recognition related to teaching.
- Assessments from colleagues who observed you in the classroom. Alternatively, you may send in a video tape showing a typical class.
- Statement by the department chair listing your teaching contributions to the department.
- Testimonials from alumni.
- Samples of student work.

No or Little Teaching Experience

If you have little or no teaching experience, you may still provide a teaching portfolio, though it may include less material. First of all, you may outline your general teaching philosophy. Additionally, you may think of the courses you would like to or are prepared to teach. Describe the nature, content and goals of these courses, the reading you would base them on, and the teaching strategies you would use. You will not be held accountable to fulfill everything you are stating. But you want to demonstrate that you have thought through the process and that you know what you are talking about even though you have no experience.

Samples of Portfolio Table of Content

The following examples are taken from this link:http://www.usask.ca/tlc/teaching_portfolios/table_of_contents_examples.html

A Generic Sample of a Portfolio Table of Contents

I. Curriculum Vitae

II. Statement of Teaching Responsibilities

- a) Courses taught
- b) Honors theses supervised
- c) Graduate students supervised
- d) Academic advising

III. My Approach to Teaching: Philosophy and Goals

IV. Course Development

- a) Accounting Theory
- b) Introductory Financial Management

V. Service to Teaching

- a) Curriculum Committee
- b) Faculty Development presentations
- c) Peer consultation

VI. Student & Peer Evaluations of Teaching

A Sample Annotated Table of Contents

1. Teaching Interests

- a) Topics and courses that I am qualified and interested in teaching
- b) What I find exciting about my discipline

2. Teaching Philosophy and Goals

- a) My views on teaching and research
- b) My objectives as a teacher
- c) How I motivate students
- d) Rules that I follow when teaching students

3. Description of Courses Taught
 - a) A list and 1-paragraph description of all courses taught
 - b) Differences in my teaching style and role of students in introductory and advanced courses
4. Preparation of Textbooks and Review Articles
 - a) A list of book chapters and review articles
5. Commitment to Teaching
 - a) How I express my interest in teaching and concern for students.
6. Teaching Appraisal and Student Evaluations
7. Appendices
 - a) Student evaluations of my teaching for one or two different courses
 - b) Handouts I've developed to help students learn

References

The Center for Teaching Effectiveness. [Preparing A Teaching Portfolio. A Guidebook.](#)

Career Center (2004). [PhDs - Teaching Portfolio. Examples of Portfolio Tables of Contents](#)