Creating a Teaching Portfolio

Contents

- Introduction/ Personal statement
- Résumé/ Curriculum Vitae
- Teaching philosophy
- Teaching experience
  - Syllabus
  - Exams
  - Writing assignments
  - Hand outs
  - Lecture notes/PowerPoint slides

- Evaluations: Student, Peer, Faculty
- Reflection, reflection, reflection…

- Other materials…

Where to begin?

- Gather (and keep) everything related to teaching!
- Organize materials into categories
- Reflect on materials and experiences in the moment

Create an Introduction to your Portfolio
- What is your objective?
- Answer this: What is the reader going to be reading about and why should they read it?
- Create a Personal Statement or Letter of Qualification
  - Why are you qualified for the position?
  - What are your career goals?

- Write or update a curriculum vitae
  - An expanded résumé
  - Academic and professional information
  - Teaching and research interests

- Create or update a teaching summary
  - Course description
  - Your responsibilities

- Write your **Teaching Philosophy**
  - What is teaching to you?
  - Complete these statements:
  - It is the teacher's job to…
  - It is important that a teacher…
- Also:
  - List your teaching strategies
  - Think of cases in which you've used your philosophy
  - Read others' statements

Teaching Experience

- Create or update a teaching summary
  - Course description
  - Your responsibilities
- How much to include?
  - How much or how little experience do you have?
- Demonstrate your experience through Teaching Materials

Evaluations

- Student
  - Raw Data
  - Statistical Breakdown
  - Qualitative vs Quantitative
  - Formal vs. Informal
- Peer
- Faculty

Reflections...

- Context

- Explanation

- What is most important to you?

- Develop a story about you and your teaching through the portfolio

- Anyone who reads it should know what it is like to be a student in your class...

- Professional activities and development
  - Research papers and presentations
  - Conferences
  - Community service
  - Participation in pedagogical activities
  - Anything that influences you and your teaching!

Format & Organization…

- Section descriptions
- Make it easy to read by using tabs, a table of contents, etc.
- What fits your narrative structure, experience, etc.
- Pdf/binder vs. website

- Be creative!