

Documenting Your Teaching: Assembling a Teaching Portfolio

A teaching portfolio provides a description and documentation of the scope and quality of a faculty member's teaching performance.

Characteristics of a Good Portfolio

- No one set format, but make it logical (e.g., teaching philosophy up front followed by basic material such as syllabi and student evaluations with additional examples and documentation after this)
- Organized and easily navigable (a table of contents, tabs, clearly marked sections)
- Selective (best documents chosen, this is not supposed to be an exhaustive compilation)
- Complete (required documents and important supplements are included)
- Representative and comprehensive (key aspects of all your teaching responsibilities and practice are addressed)
- Documented (assertions backed by evidence; e.g., if you espouse critical thinking, include an example of a critical thinking assignment or test question)
- Targeted (organization may change depending on the purpose and the audience)
- Personal and unique (items that set you apart)
- Reflective and growth-oriented (evidence of willingness to make changes based on experience and to seek enhancement of skills)

Possible Organization

Title Page

Table of Contents

Statement of Teaching Philosophy

Teaching Responsibilities (course names and numbers, short descriptions, enrollments)

Tab - Representative Syllabi (latest one for each course taught)

Tab - Evaluation of Teaching

Student Course Evaluations (quantitative print-outs, selected comments, summary)

Peer Evaluations

Self-Evaluation

Feedback from a Teaching and Learning Center

Tab - Representative Course Materials (innovative examples, handouts, assignments)

Tab - Evidence of Teaching Effectiveness (pre/post tests, successive drafts of student papers)

Tab - Professional Development (conferences, workshops, instructional grants)

Tab - Recognition of Teaching Expertise (awards, invited presentations)

Appendices (as needed for additional documentation)

Curriculum Vitae (usually a separate document, but could be included)

Possible Items To Include

Material from oneself

- Statement of teaching responsibilities (course numbers, titles, enrollments, brief descriptions)
- Representative course syllabi
- Examples of innovative course materials
- Reflective statement of teaching philosophy
- Description of steps taken to evaluate and improve one's teaching (changes made due to self-evaluation, participation in workshops and conferences, instructional development grants)
- Self-evaluation (personal assessment of teaching activities, explanation of any unclear or contradictory materials in the portfolio)
- Information about participation in or supervision of Honors, Masters, or Ph.D. thesis committees
- Information on participation on campus committees related to teaching
- Information on participation in local, state, national, or international activities to improve teaching
- List of published articles or conference papers related to teaching
- Evidence of engagement in the scholarship of teaching and learning

Material from others

- Student course evaluations (summary of quantitative and qualitative data, personal comments can be added)
- Peer evaluations of teaching (class observation, review of course materials)
- Statement by the chair as to contributions to teaching in the department
- Recognition of teaching excellence by colleagues (awards)
- Invitations to share teaching expertise (invited speaker at a conference, visiting instructor, media interview)
- Documentation of teaching/professional development activity from a teaching and learning center
- Letters from students and alumni

Products of good teaching

- Record of students who succeed in advanced study or practice in the field
- Student publications or conference presentations on course-related work
- Testimonials from students or employers on professor's influence on career success
- Data providing evidence of effective teaching (pre/post tests, successive drafts of writing assignments)
- Student essays, creative works, lab workbooks
- Examples of graded student essays showing excellent, average, and poor along with comments as to why they were so graded

Resources

These web sites give advice, provide examples, and link to other resources:

The Ohio State University
University Center for the
Advancement of Teaching
<http://ucat.osu.edu/read/teaching-portfolio>

University of Michigan
Center for Research in
Learning and Teaching
<http://crlt.umich.edu/tstrategies/tstpts>