

Guidelines for developing a Teaching Portfolio

What is a Teaching Portfolio?
Why have a Teaching Portfolio?
How do you make a Teaching Portfolio?

What is a Teaching Portfolio?

Briefly: a collection of materials to document your teaching approach, experience, achievements, and goals. Materials in the portfolio should be:

- Selected
- Interpreted
- Purposefully arranged

"Fundamentally, a teaching portfolio is similar to an artist's portfolio: **a sampling of the breadth, depth and quality of one's work, in order to convey one's abilities, strengths or style, and achievements.** But unlike an artist's portfolio, it must display work indirectly, through descriptions, documents and various forms of evidence." (UTEP web site, see Resources, below.)

Why have a Teaching Portfolio?

Job-related

Often used in hiring
Shows dedication to teaching
Incorporates a variety of teaching-related materials

Personal

Helps you reflect on your teaching
Facilitates improvement in teaching

How do you make a Teaching Portfolio?

Basic steps:

- Write your teaching statement.
- Gather materials that reflect your teaching philosophy and your teaching experience.
- Organize the materials.
- Write reflective and summary statements about the materials.
- Share and discuss your portfolio with others and revise it.
- Incorporate your portfolio into your job application.

More about each step:

- Writing the teaching statement first helps you to refine your ideas about teaching and think about the focus of your portfolio. To find information from the teaching statement workshop go to the UCSC Center for Teaching Excellence webpage (<http://teaching.ucsc.edu>) and click on Teaching Toolbox and then Teaching Tips.
- Gather materials that support your teaching statement. The items most commonly found in a teaching portfolio include:

Teaching statement

Description of teaching experience

Teaching artifacts

Evidence of teaching effectiveness

Teaching awards and recognition

Professional development efforts and teaching goals

On **page 3** I have included a list of possible items to include in your teaching portfolio. Try to include items from a variety of sources, and make sure that they support the claims you have made in your teaching statement! Rather than letting the material shape the portfolio, your statement should lead you to select certain items to show evidence of how you put your teaching philosophy into practice.

- Organize the materials into categories and make a Table of Contents (**see examples on page 4**) based on what materials you have. Then decide how you will present each category of materials. For example, think about how you will summarize your evidence of teaching effectiveness. With student evaluations you can count up the proportion of “good” scores you received from students each time you taught or TAed and plot these across time (hopefully you will see an increase in good scores). You might also include particular student comments.
- Summarize and reflect on your materials in a narrative form. Describe each item in your portfolio and reflect on its contribution to your teaching goals and philosophy. The items themselves will go in appendices, which you refer to in the narrative, but be sure to adequately summarize so that the reader gets the points you want to make. You might include shorter material, such as student comments, directly in your description. Overall, try to be concise and to the point.
- Share your portfolio with others to get feedback in the process of making your portfolio and on the final product. Revise as needed, and also do not forget to add to it as you progress in your teaching career (just as you add to your CV).
- Incorporate your teaching portfolio into your job application. First, rewrite your CV to include reference to your teaching portfolio. You should also reference and briefly summarize it in your cover letter. For institutions that do not directly ask for a teaching portfolio these steps should do enough to let the search committee know that you have one. Then you could bring the portfolio with you on your interview.

Arrangement of Materials

- There is no rule for the order of materials in a portfolio. In choosing an arrangement, think about: Is it logically arranged? Does it “tell a story”? Does it highlight your best material? Is it easy for the user to find things?
- Be sure to create a table of contents!
- You can keep your portfolio in a 3-ring binder or other report cover. You might also have a well-formatted electronic version that you can easily send off.
- Consider creating an online version, and including the URL in your CV.

Resources

<http://www.utexas.edu/academic/cte/teachfolio.html> - includes tips on summarizing student evaluations and suggestions for peer observation of teaching

<http://sunconference.utep.edu/CETaL/resources/portfolios/> - excellent site with portfolio examples

<http://www.usask.ca/tlc/portfolios/> - good section on teaching statements

Potential material to include in a Teaching Portfolio

Personal material

Statement of teaching responsibilities, including courses, enrollments, and brief descriptions of your role
Representative course syllabi and assignments
Curriculum revisions and new teaching techniques you have tried
Description of instructional technologies used and reflection on their effectiveness
Steps taken to address different kinds of learning
Description of guest lectures given
Courses you anticipate teaching and a brief description of the nature of the courses
Description of availability to students (office hours, review sessions)
Information on supervision of honors and independent studies students
How you would or do incorporate your academic research into teaching or vice versa
Reading or research conducted about teaching
Involvement in teaching and course development workshops
Personal teaching goals for the next 5 years

Materials from others

Student evaluations that show improvement or effectiveness in teaching
Student evaluations you have conducted yourself (that go beyond the forms given by your department, including midterm evaluations)
Student comments
Statements from peers or faculty who have observed your teaching (you can ask someone to observe you)
Honors, awards, and other recognitions related to teaching
Invitations to contribute to teaching workshops or training

Products of good teaching

Examples of student work with instructor's comments
List of student theses or publications from work you supervised
Records of students who chose another course with you as the TA or instructor
Records of students taught or advised that progress to more advanced courses or degrees

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