

Part-time Faculty Seminar - Teaching Portfolio: Documenting Effectiveness

**Elise DeCamp, PhD
Part-Time Faculty Fellow
Office of Faculty Development
Fall 2018**

What We Will Cover:

- **What is a Teaching Portfolio?**
- **Teaching Portfolio Documents:**
 - Major components
 - Essential pieces
 - Optional pieces
- **Teaching Narrative Sections**
- **Examples/Handouts/OFD Resources**

What is a Teaching Portfolio

- **A Teaching Portfolio Is:**

- A personal and public document that includes written and *ongoing* self-evaluation/reflection upon how you have grown *over time* as an instructor.
- A document containing a narrative that describes your teaching approach, responsibilities, development, and evidence of effectiveness via learning assessment/evals.
- A collection of materials in an appendix that support this narrative. These could include student evaluations, peer/supervisor observations, student work examples, assignment and project guides, etc.
- Either produced in binder or digital formats
- See video: <https://www.youtube.com/watch?v=Ry682z1vIQ4>

Teaching Portfolio Documents

- **Teaching Portfolio Components:**
 - Essential Components to Collect/Write:
 - Current curriculum vitae or resumé [Folder Examples]
 - Student evaluation *ratings* [Download Demo]
 - Annual evaluations, if done (department/academic unit)
 - Copies from past three employed years (**if on file**)
 - Write Self-evaluation/“Narrative Statement” (5-10 pp)
 - What you include is at your discretion (see next slide)
 - **Selected** sample of course materials [My web example]
 - Syllabi, assignments, exams, activities, and projects

Teaching Portfolio Documents

- **Teaching Portfolio Components:**
 - Optional Components:
 - Evidence of professional activities [**Should list in CV**]
 - Includes: publications, conference presentations, workshops/trainings, and service activities
 - Professional development efforts geared toward teaching effectiveness would be preferable for submission.
 - Unsolicited student comments (in evaluations or emails)
 - Comments from an observation of your teaching
 - **Those you request from OFD**, your chair/director, or a fellow faculty member (Note: OFD does not complete the first-year required observations)

Teaching Portfolio Documents

- *Possible* teaching narrative subsections [Web version]:
 - Statement of Teaching Philosophy
 - Connect to moments of specific courses you have taught
 - Statement of Teaching Responsibilities [**List in CV too**]
 - Course(s) taught, student advising, student committees
 - Efforts to Improve Teaching/Professional Development
 - Conferences, workshops, or courses on pedagogy
 - Redevelopment of Existing Courses
 - Addition of innovative pedagogical strategies (e.g., role-playing, case studies); Incorporating writing or oral presentation skills; Discuss Appendix of course assignments, syllabi, projects, exams, and grading rubrics

Teaching Narrative Sections

- *Possible* teaching narrative subsections (continued):
 - Information from Students
 - Summary of student ratings; student comments (from required evaluations, informal evaluations, and emails)
 - Information from Colleagues
 - Observations of teaching (could be recategorized under “Efforts to Improve Teaching”)
 - Information from Other Sources
 - Guest lectures at other universities, public lectures
 - Future Teaching Goals

Examples/Handouts/Resources

- Examples and Resources in Folder:
 - Sample Teaching Statements/Philosophies
 - How effectively do these statements present a cohesive personal philosophy based both in pedagogical concepts and concrete examples from teaching? [**Use checklist**]
 - Sample Teaching Portfolio Narratives
 - Aim for 5-10pp single-spaced
 - These samples are from different disciplines – what varies between them vs. what is universal? [**Use blank sheet**]
 - What sections would you add or remove for your narrative? [**Use blank sheet**]
 - See Handout: Teaching Portfolio Checklist/Review