Developing an Online Teaching Portfolio

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What is a teaching portfolio?

What is a teaching portfolio?

Concise, yet comprehensive factual description & evidence of teaching activities & accomplishments

Why a teaching portfolio?

Tool that highlights one's teaching for hiring, promotion, and tenure review

Why a teaching portfolio?

Opportunity to reflect on one's teaching and to document changes

What makes a portfolio?

2 key features

Evidence	Reflective Commentary
Courses & responsibilities Sample materials (syllabi, assignments, etc.)	Context & Meaning

Remember...

The purpose of a teaching portfolio is not simply to outline what one teaches but **to explain how one teaches** and **why one teaches that way**.

Four key questions:

– What do you teach?

– Why do you teach?

– How do you teach?

– Why do you teach the way you do?

Sample Outline #1
(Political Science)

1) **Teaching Philosophy**

2) **Teaching Responsibilities**

3) **Advising / Supervision Responsibilities**

4) **Teaching Methods**

5) **Syllabi and Course Materials**

6) **Student Evaluations**

7) **Administrative and Peer Review**

8) **Related Activities**

   a) **For Students**

   b) **For the University**

   c) **For the Community**

9) **Professional Improvement Activities**

10) **Goals**

11) **Appendices**

Source: Seldin, Peter. 1997. The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions. Second Edition. Bolton, MA: Anker Publishing Company, Inc., p. 231.

Sample Outline #1
(Political Science)

Appendix A: List of Courses Taught

Appendix B: Samples of Student Work

Appendix C: Course Syllabi and Materials

Appendix D: Student Learning Aids

Appendix E: Student, Admin., & Peer Evaluations

Appendix F: Student-Related Activities

Appendix G: University-Related Activities

Appendix H: Community-Related Activities

Appendix I: Professional Improvement Activities

Source: Seldin, Peter. 1997. The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions. Second Edition. Bolton, MA: Anker Publishing Company, Inc., p. 242

Sample Outline #2
(Biology)

1) **Teaching Responsibilities**

2) **Teaching Philosophy**

3) **General Classroom Strategies**

4) **Course Syllabi**

5) **Student Research**

6) **Additional Teaching Activities**

7) **Teaching Assessment**

8) **Teaching Improvement**

9) **Future Teaching Goals**

10) **Appendices**
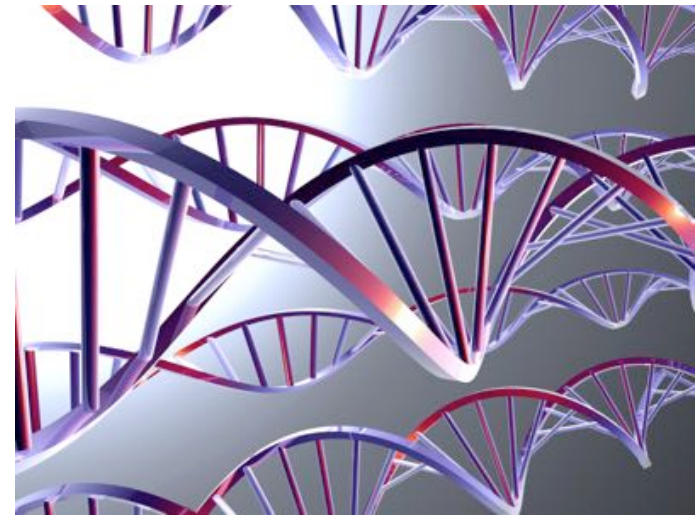
Source: Seldin, Peter. 1997. The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions. Second Edition. Bolton, MA: Anker Publishing Company, Inc., p. 214.

Sample Outline #2
(Biology)

Appendix A: Sample Lecture Outline

Appendix B: Course Syllabi

Appendix C: "Way Cool" Biology Databases

Appendix D: Biology Instructor's Grading Criteria

Appendix E: Samples of Student Papers

Appendix F: Science in Action Day Handouts

Appendix G: Letters from Local High Schools

Appendix H: Anecdotal Student Comments

Appendix I: Interactive Genetics Database Grant

Appendix J: Anecdotal Student Evaluation Form

Sample Outline #3
(English)

1) **Teaching Responsibilities**

2) **Teaching and Learning Philosophy**

3) **Teaching Methods and Strategies**

4) **Connecting Learning to Students' Lives**

5) **Developing Critical Thinking Habits**

6) **Motivating Students to Improve**

7) **Integrating Computers in the Classroom**

8) **Evaluating My Teaching**

9) **Improving My Teaching**

10) **The Teaching Cell**

11) **Sharing Teaching Ideas With Others**

12) **Staying Current as a Teacher**

13) **Teaching Goals**

Source: Seldin, Peter. 1997. The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions. Second Edition. Bolton, MA: Anker Publishing Company, Inc., p. 174.

Sample Outline #3
(English)

Appendix A: Class discussion handouts

Appendix B: Handouts for group activities and projects

Appendix C: Peer response sheets

Appendix D: Guidelines for library searches

Appendix E: Student reflective essays from Literature and Culture and Environmental Issues classes

Appendix F: Current supplemental articles

Appendix G: Sequenced journal questions

Appendix H: Final portfolio guidelines

Appendix I: Sample student Papers

Appendix J: Daedalus discussion transcripts

Appendix K: Student evaluations

Appendix L: Student narrative evaluations

Appendix M: Sample syllabi

Source: Seldin, Peter. 1997. The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions. Second Edition. Bolton, MA: Anker Publishing Company, Inc., p. 182.

Sample Outline #4
(Music)

1) **Statement of Teaching Responsibilities**

2) **Statement of Teaching Philosophy and Goals**

3) **Description of Methods Used in Specific Courses**

4) **Description of Curricular Revisions and Steps Take to Improve My Teaching**

5) **Peer Evaluation of My Teaching**

6) **Student Evaluation of My Teaching**

7) **Audio and Video Tapes of My Instruction and of Student Performances**

8) **Samples of Student Work**

9) **Successful Students**

10) **Other Evidence of Good Teaching**

11) **Future Teaching Goals**

12) **Appendices**

Source: Seldin, Peter. 1997. The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions. Second Edition. Bolton, MA: Anker Publishing Company, Inc., p. 85.

Sample Outline #4

(Music)

Appendix A: List of my teaching responsibilities in 1994-95 and 1995-96

Appendix B: Course descriptions, syllabi, handouts, tests, and other related materials

Appendix C: Peer Evaluations of my teaching

Appendix D: Student evaluations of my teaching

Appendix E: Audio and video tapes of my instruction and of student performances

Appendix F: Samples of student work

Appendix G: Information about successful students

Appendix H: Other evidence of good teaching

How to develop a teaching portfolio?

1. Write a statement of teaching philosophy
2. Gather evidence
3. Organize evidence
4. Prepare statements about the evidence
5. Get feedback and revise
6. Include reference in Curriculum Vitae and Cover Letters

How to develop a teaching portfolio?

1. Develop and write a teaching statement

5 Important Categories

- **Learning goals**: discipline-specific knowledge, skills, attitudes that are important for students' academic, personal & professional success

- **Teaching methods**: specific teaching methods & how they contribute to students' accomplishment of learning goals & how they align with student expectations & needs

- **Learning assessment**: specific tools used to assess student learning & descriptions of how these tools facilitate student achievement of learning goals

- **Teaching assessment**: strengths and areas for improvement of one's teaching based on evidence, along with plans for continuing development

- **Learning Environment**: specific ways diverse identities, experiences, etc. are accounted for and integrated into teaching methods

How to develop a teaching portfolio?

2. Gather your evidence

- Keep <u>anything and everything</u> related to your teaching!

- Keep an archive – a designated digital folder and physical folder or box where you keep everything <u>and can find it</u>!

How to develop a teaching portfolio?

2. Gather your evidence

A. <u>Personal Material</u>

- List of teaching responsibilities and way courses were taught

- Teaching philosophy statement

- Teaching goals for next 5 years

- Representative course syllabi (and why done this way)

- Description of steps taken to evaluate and improve one's teaching

- Curricular revisions (new projects, materials, etc.)

- Self-evaluation (esp. if contradictory documents in the portfolio)

- Publications on teaching

- Supervision roles (advising, theses/dissertations, group projects, etc.)

How to develop a teaching portfolio?

2. Gather your evidence

B. Material from Others

- Statements from colleagues who have observed your teaching

- Statements from colleagues who have witnessed out-of-class activities

- Student and course evaluations (esp. those that indicate improvements)

- Department statements about your teaching

- Performance reviews as a faculty advisor

- Honors, awards, grants and other recognition of your teaching

- Invitations for papers or presentations on teaching

- Participation in teaching development within your discipline, department, or college

- Documentation of teaching development activities

- Teaching research (Scholarship on Teaching and Learning)

- Videotape of your teaching

- Student scores on standardized tests

- Student comments, such as in emails

How to develop a teaching portfolio?

2. Gather your evidence

C. Products of Good Teaching

- Student essays, creative work, lab books, publications, etc.

- Information about student career choices or opportunities that are effects of your courses or help

- Record of students that move to and succeed in advanced courses in your discipline

- Statements from alumni

- Examples of graded student showing range of scores and explanations of why they were so graded

How to develop a teaching portfolio?

3. Organize your evidence

- Identify the **goal** to emphasize in your portfolio, for example:
    - Improvement in teaching skills
    - Evolution of teaching responsibilities over time
    - Breadth of teaching responsibilities
    - Particular theme(s) in your teaching

- Refine evidence and prioritize according to your goal
    - Focus on the most pertinent evidence
    - Lump less pertinent items together, e.g. "Related Responsibilities"

How to develop a teaching portfolio?

4. Write reflective & summary statements about the evidence

- Be concise and to the point

- Clarify context of evidence as needed

- Refer to the appendices for details, but include most relevant evidence in the summary

How to develop a teaching portfolio?

4. Write reflective & summary statements about the evidence

Things to consider:

- questions of **student motivation** and how to influence it

- the **goals of instruction**, both for individual courses and in general

- the development of **rapport with students** as a group and individually

- the **assessment** of various teaching strategies as they related to the instructional goals

- the **role of disciplinary knowledge** in teaching and how students learn the discipline

- **recent innovations in the content of the field** and their effects on teaching

How to develop a teaching portfolio?

5. Get feedback and revise accordingly

- Share with others for feedback

- Offer to review others' portfolios and give feedback

How to develop a teaching portfolio?
6. Rewrite Curriculum Vitae and refer readers to your teaching portfolio

- Indicate URL link of teaching portfolio in CV

- Refer to teaching portfolio in cover letters

Final Reminders

Brevity: keep it concise and to the point

Context: align with particular university or department mission, goals, etc.

Criteria: customize according to particular audience – give it what it needs to know

Accountability: be prepared to provide and explain your…

- Your philosophy of teaching and teaching goals
- Your ability to design courses, materials, assignments, etc.
- Your style of teaching and how it facilitates student learning
- Your student learning outcomes
- Your evaluation and reflection on your own teaching

Final Reminders

<u>Documentation</u>: keep everything

<u>Input</u>: seek evaluations and feedback from others

<u>Reflection</u>: update regularly

<u>Assistance</u>: get help from TEP

<u>Action</u>: start now

What makes an online portfolio?

What makes an online portfolio?

- Design possibilities

What makes an online portfolio?

- Multimedia!

What makes an online portfolio?
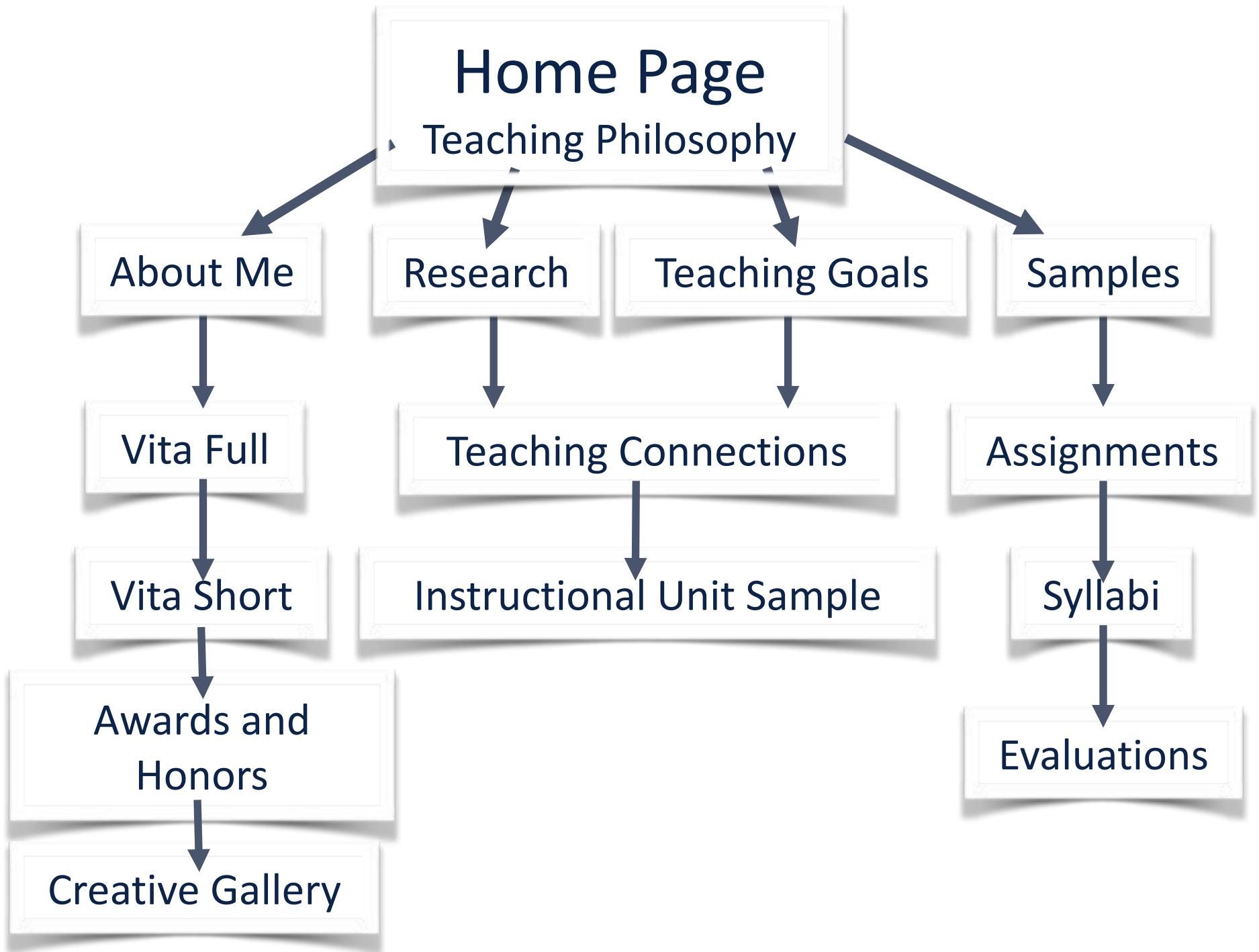
- Linking across the web
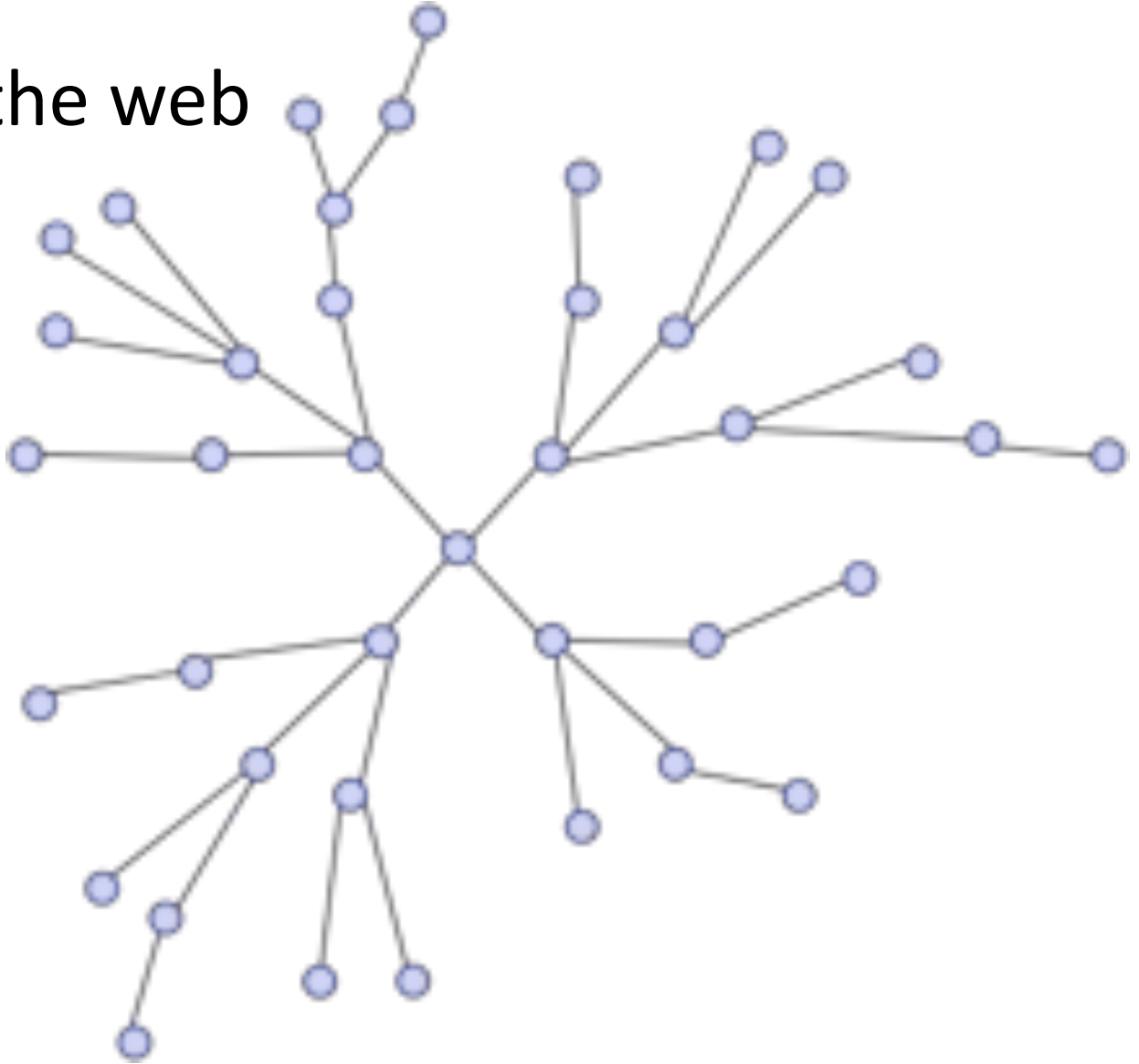
2 Beginning Considerations

- Easy to use

- Streamline the content (presented content)

Home Page
Teaching Philosophy

- About Me
  - Vita Full
    - Vita Short
      - Awards and Honors
        - Creative Gallery
- Research
  - Teaching Connections
    - Instructional Unit Sample
- Teaching Goals
- Samples
  - Assignments
    - Syllabi
      - Evaluations

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