

# TEACHING PORTFOLIO

## What is a teaching portfolio?

A teaching portfolio documents your experience as a teacher or instructor throughout your career. A teaching portfolio provides concrete evidence of your effectiveness as a teacher, and helps you to track your progress as you improve and develop your skills as an instructor.

## Why should I have a teaching portfolio?

As the academic job market gets more competitive, a teaching portfolio can help you stand out by showcasing the breadth and depth of your teaching abilities. It provides evidence to support your teaching statement or philosophy, and gives a search committee a good understanding of how you will “fit” with the department.

## Parts of a teaching portfolio:

Just as each teacher has a unique set of skills and experiences, teaching portfolios are unique as well. There’s no “right” way to make a teaching portfolio, and it doesn’t have to be exhaustive. Select items to include that best highlight your skills as a teacher. Below are some suggestions of elements to include:

Teaching Statement:	<ul style="list-style-type: none"> <li>• One page document that highlights your philosophy of teaching</li> <li>• Discuss pedagogical techniques and how you create an inclusive classroom</li> </ul>
Teaching Documentation	<ul style="list-style-type: none"> <li>• Course description, syllabi, learning outcomes, methodology, and assessments</li> <li>• Assignments, exams/quizzes, handouts, lecture outlines, and required reading</li> <li>• Recordings of your teaching and your use of technology</li> </ul>
Teaching Effectiveness	<ul style="list-style-type: none"> <li>• Summarized student evaluations with response rate and departmental average</li> <li>• Written comments from students, colleagues, alumni or peer observers about teaching effectiveness such as course head, division head or chairperson</li> </ul>
Student Learning	<ul style="list-style-type: none"> <li>• Students’ scores on tests before and after instruction to show growth</li> <li>• Graded work from students featuring comments and feedback</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Participation in seminars, workshops, or trainings on more effective teaching</li> <li>• Design of new courses, projects, or teaching materials demonstrating improvement and use of new methods of teaching, assessing learning, grading</li> </ul>
Contributions to Teaching Profession and Institution	<ul style="list-style-type: none"> <li>• Publications in teaching journals, conference presentations, or papers delivered on teaching and Assistance to colleagues on teaching matters</li> <li>• Reviewing upcoming textbooks and curriculum revision or development</li> </ul>
Honors, Awards, and Recognitions	<ul style="list-style-type: none"> <li>• Awards given for teaching excellence from department, university, or profession</li> <li>• Invitations to speak about teaching, consult, or deliver workshops</li> </ul>

### **Platforms for Your Teaching Portfolio**

Housing all of your teaching portfolio content on an online platform allows your content to reach a wider audience and for a search committee to quickly browse through your examples. Once you've created your online Teaching Portfolio, include the link in the heading of your CV.

Platforms for your teaching portfolio may include:

- Weebly
- Wix
- Wordpress
- Blogger
- Google Sites

### **General Guidelines**

- Plan ahead and begin compiling your teaching portfolio as soon as you begin teaching so it evolves with your professional career
- Consider your audience and what they are looking for in a teacher
- Organize your portfolio in a way that can be easily understood by the reader
- Be specific about your strengths as a teacher by providing concrete examples
- Consider the visual appeal of your portfolio (i.e. font, organization, design, pictures, and color)
- If you plan to include student work or pictures of your class, be sure to request permission from your students first

### **Need to build more teaching experience?**

- Office of Faculty Development and Teaching Excellence
- Center for Teaching and Learning

### **Other Elements to include for an effective Teaching Portfolio**

- Teaching Philosophy
- Research Statement
- Publications and Presentations
- Teaching Goals
- Appendices
- "Summary" or "Table of Contents"

Refer <http://teach.ufl.edu/teaching-portfolio/> for more resources for creating your teaching portfolio.

Schedule a Career Planning Appointment through Gator CareerLink to meet with an advisor to review your teaching portfolio or discuss your job search.