

Portfolio Contents

Below is a brief list of the many types of information that might be included or summarized in your teaching portfolio. Note: Lengthy items should be placed in an accompanying appendix and described only briefly in the main document. Items marked with a ★ should be part of most portfolios.

NOTE: See also [Selected Readings About Teaching Portfolios](#).

Roles, Responsibilities, and Goals

- ★ A statement describing your teaching roles and responsibilities
- ★ A reflective statement of teaching goals and approaches (i.e., a teaching philosophy)
- ★ A list of courses taught, with enrollments and comments regarding whether the course is new, team-taught, etc.
- ★ Number of graduate and undergraduate advisees

Representative Course Materials

- ★ Syllabi
- ★ Course descriptions with details of content, objectives, methods, and procedures for evaluating student learning
- Reading lists
- Assignments
- Exams and quizzes, graded and ungraded
- Handouts, problem sets, lecture outlines
- Descriptions and examples of visual materials used
- Descriptions of uses of computers and other technology in teaching

Materials Showing the Extent of Student Learning

- ★ Scores on standardized or other tests, before and after instruction
- ★ Students' lab books or other workbooks
- ★ Students' papers, essays, or creative works
- ★ Graded work from the best and poorest students
- ★ Examples of your written feedback on student work

Evaluations of Teaching

- ★ Summarized student evaluations of teaching, including response rate and relationship to the departmental average
- ★ Results of student exit interviews
- ★ Comments from a peer observer or a colleague teaching the same course
- ★ Statements from colleagues in the department or elsewhere, regarding the preparation of students for advanced work
- Letters from students, preferably unsolicited
- Letter from division head or chairperson
- Letter from an external reviewer who has seen other elements of your documentation
- Statements from alumni
- Statements from employers

Reference: IOWA State University, Center for Excellence in Learning and Teaching

Contributions to Your Institution or Profession

- Service on teaching committees
- Development of student apprentice/internship programs
- Assistance to colleagues on teaching matters
- Reviews of forthcoming textbooks
- Publications in teaching journals
- Work on curriculum revision or development
- Obtaining funds/equipment for teaching labs, programs
- Participation in training programs for teaching assistants

Activities to Improve Instruction

- Participation in seminars or professional meetings about teaching
- Design of new courses
- Design of interdisciplinary or collaborative courses or teaching projects
- Use of new methods of teaching, assessing learning, grading
- Preparation of a textbook, lab manual, courseware, etc.
- Description of instructional improvement projects developed or carried out

Honors or Recognitions

- Teaching awards from department, college, or university
- Teaching awards from your profession
- Invitations based on teaching reputation to consult, give workshops, write articles, etc.
- Requests for advice about teaching by committees or other organized groups