

My Teaching Portfolio Checklist

Roles, Responsibilities, and Goals:

- A statement of teaching roles and responsibilities
- A reflective statement of teaching goals and approaches
- A list of courses taught, with enrollments and comments as to if new, team-taught, etc.
- Number of advisees, grad and undergrad

Contributions to Institution or Profession:

- Service on teaching committees
- Development of student apprentice programs
- Assistance to colleagues on teaching
- Review of texts, etc.
- Publications in teaching journals
- Work on curriculum revision or development
- Obtaining funds/ equipment for teaching labs, programs
- Provision of training in teaching for graduate students

Activities to Improve Instruction:

- Participation in seminars or professional meeting on 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, courseware, etc.
- Description of instructional improvement projects developed or carried out

Honors or Recognitions:

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

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 computer or other technology in teaching

Materials Showing 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 with teacher's feedback to students
- Instructors' written feedback on student work

Evaluations of Teaching:

- Summarized student evaluations of teaching, including response rate and students' written comments and overall ratings
- Results of students' exit interviews
- Letters from students, preferably unsolicited
- Comments from a peer observer or colleague teaching the same course
- Letter from division head or chairperson

Miscellaneous Sources on Teaching

Effectiveness:

- Comments from students' parents or employers
- Statements from colleagues in the department or elsewhere, re: preparation of students for advanced work