



The Teaching Portfolio: A Quick Start Guide

It is recommended that, prior to creating your teaching portfolio, you attend one of the regularly scheduled workshops, sponsored by the Office of Faculty Affairs, on creating a teaching portfolio. The information contained herein is designed to be used in conjunction with those workshops.

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What is a Teaching Portfolio?

A sampling of material that documents scope and quality of faculty work, conveys accomplishments, strengths, style & effectiveness, and contributes to more informed personnel decisions.

It is...

- An 'extended teaching resume'
- Selective
- Representative
- Structured

Writing & Compiling Your Teaching Portfolio: 4 Steps

1. **Write a personal statement that describes your approach to teaching, your methods, your philosophy.** *(2 paragraphs-1 page)*

For example, how & why you do what you do; how methods fit goals & institution.

Personal Statement: Some Catalyst Questions

- How has your teaching changed in the last 5 years?
- What new teaching strategies have you tried over the past few years?
- How does learning occur with your students and which actions do you take to facilitate the process?
- How does your teaching help students master concepts and promote understanding such that it can be applied in clinical practice?
- What does your teaching say about your teaching style and your interest in students?
- Describe a notable teaching success from the past year.

Writing & Compiling Your Teaching Portfolio *(continued)*

2. Summarize your teaching responsibilities, highlighting 2 or 3 significant accomplishments, innovations, *(2- 4 paragraphs)*
- University/hospital conferences (seminars, grand rounds)
 - Clinical/classroom teaching, student advising
 - Educational projects (curriculum development, student SIGs)
 - Other teaching activities to improve student learning
 - Outside conferences (invited lectures, grand rounds, presentations at meetings)
 - Supervision of others, committees, budget, etc.
 - Community/lay talks or activities

Writing & Compiling Your Teaching Portfolio *(continued)*

Ten examples of evidence:

1. Student and peer feedback, comments, evaluations
2. Products of teaching/learning (e.g., syllabi, handouts, videos, CDs)
3. Department chair's statement assessing teaching contribution
4. Evidence of teaching effectiveness/student learning (e.g., OSCEs, NBME subject exams, in-service exams)
5. Course and curriculum development
6. Annotated course materials
7. Advising and mentoring
8. Grants, contracts, special projects
9. Educational research
10. Awards and recognitions

Writing & Compiling Your Teaching Portfolio *(continued)*

3. Prepare brief statements/annotations for the evidence & supporting data in Appendices
4. Compile the portfolio

Finished Product Considerations

1. Does it clearly identify your responsibilities?
2. Does statement adequately and accurately describe your philosophy, strategies, methodologies, objectives?
3. Does the statement reflect consistency with your actions?
4. Is every 'claim' made in the description supported by evidence in the appendices?
5. Is the degree of information from yourself and information from others in general balance?
6. Does it contain performance evaluation data from multiple sources?
7. Does it contain evidence of impact on areas of your responsibility?
8. Have you included information on efforts to improve/enhance your performance?