



The Teaching Portfolio: A Set of Documents and Reflections on Your Teaching Experiences

Below, you will find the format we require for all Teaching Portfolios submitted as part of the Certificate in University Teaching Program. We know that some candidates will produce more than one version of their Teaching Portfolio, in order to demonstrate their fit with different institutional teaching cultures. Any one of these versions of the Teaching Portfolio will fulfill the requirements of the Certificate Program as long as they include all the features listed below. (Note that some items are optional.)

As for the syllabi that you choose to include, remember that, while the CCT does not require a complete list of reading assignments, it does require that you articulate both a course description and a set of intended learning outcomes for students taking the course, a description of how student learning will be assessed and a statement of policies related to attendance and assignments.

Required Materials and Suggested Format for Teaching Portfolios

Part I: Table of Contents

Can appear on its own separate from cover page, or as a cover page. The portfolio must be paginated, and the table of contents must clearly reference the page numbers for each section.

Part II: Teaching Documents

- A. Philosophy of Teaching Statement: 2 pp. maximum
- B. Teaching Biography: beginning with most recent
- C. Projected courses –paragraph course descriptions (mix of intro and advanced undergrad)
- D. Sample Syllabi (2 maximum)
- E. Teaching Strategies (optional; sample lesson plan, example of activity)
- F. Approach to Grading /Assessment of Student Learning (optional)
- G. Sample Assignments & Rubrics (if available)
- H. Graded Student Work Sample (optional)

Part III: Professional Development

- A. Pedagogical Training (list of Seminars, Courses, Workshops on Teaching; Certificate in University Teaching Description (in chronological order as with teaching bio)
- B. Teaching Awards: Prize lectureships, departmental awards, etc.
- C. Evaluations & Feedback (Student Evaluation **Tally** (1 or more), ITC feedback form, other feedback from mentors, peers)