

Creating a Teaching Portfolio

Instructional Development Conference

February 25, 2002

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Learning Objectives

By attending this program, the participant will be able to:

1. Create a personal teaching portfolio.
2. List possible uses for a teaching portfolio in career development.
3. Discuss how a teaching portfolio can be used as a guide to enhancing teaching skills.

Definition

“What is a teaching portfolio? It is a factual description of a professor’s teaching strengths and accomplishments. It includes documents and materials which collectively suggest the scope and quality of a professor’s teaching performance”

Seldin, P. *The Teaching Portfolio*, 1997.

Uses of a Teaching Portfolio

- ◆ Can guide the development and documentation of teaching skills
- ◆ Can be used to:
 - As part of the job search and interviewing process
 - In promotion and tenure

Components

- ◆ The components of a teaching portfolio are not uniformly defined but usually include:
 - A narrative of a teaching philosophy
 - A narrative description of teaching experience
 - Examples of teaching materials



Teaching Philosophy



- ◆ 1-2 pages
- ◆ Narrative about how you view teaching responsibilities and the philosophies that guide you
- ◆ It is the starting point for developing a teaching portfolio but continually evolves

Teaching Philosophy

- ◆ Examples of topics
 - Teacher vs. student centered teaching
 - Guiding principles
 - Adult Learning Theory
 - Collaborative Learning Theory
 - Experiential Learning Theory
 - Views about specific teaching techniques and strategies



Teaching Philosophy

- ◆ Who can benefit from education in your discipline
- ◆ Importance of your discipline

Discipline Theories

- ◆ Adapt or Apply:
 - Stages of Change (Learning Readiness)
 - Diffusion of Innovations (Teaching Strategy)
 - Theory X and Y Management
 - Intellectual Development Theories

Teaching Experience

- ◆ Narrative
- ◆ Can vary in length but should generally be a *readable* length
- ◆ Describes teaching accomplishments and strengths and your reflection on these activities
- ◆ Supplemented by examples of teaching *products* in the appendix



Teaching Experience

- ◆ Courses you teach
- ◆ Teaching strategies you use
- ◆ Match between philosophy and strategies
- ◆ Ongoing efforts to evaluate and improve teaching skills

Teaching Materials

- ◆ Syllabus
- ◆ Handouts
- ◆ Student or peer evaluations
- ◆ Videotape of teaching
- ◆ Descriptions of how technology is used in teaching

Table of Content Example

- ◆ Teaching Responsibilities
- ◆ Teaching Philosophy
- ◆ Teaching Methodology, Strategies, Objectives
- ◆ Description of Course Materials (Syllabi, Handouts, Assignments)

Table of Contents Example

- ◆ Efforts to Improve Teaching
 - ◆ Conferences/Workshops Attended
 - ◆ Curricular Revisions
 - ◆ Innovations in Teaching

Seldin, P. *The Teaching Portfolio*, 1997.

Table of Contents Example

- ◆ Student Ratings on Diagnostic Questions
- ◆ Products of Teaching (Evidence of Student Learning)
- ◆ Teaching Goals: Short- and Long-Term
- ◆ Appendices

Seldin, P. *The Teaching Portfolio*, 1997.

Different Versions

- ◆ Brief (Can be sent when applying for positions as part of initial information)
- ◆ Moderate (Can be carried on interviews)
- ◆ Complete (Serves as a repository of documentation about teaching, can be used on second interview, and for promotion and tenure)

Electronic Portfolio

- ◆ Most materials are already in a electronic format or can be scanned into one
- ◆ All materials can be stored on a disk
- ◆ Easier to transport or transmit materials
- ◆ Caveats: All people are not comfortable with electronic formats and there can be software/hardware incompatibilities

Developing Teaching Skills

- ◆ Assess the importance of teaching skills to you verses clinical, research, administration or other career roles
- ◆ Allocate time for different types of skills accordingly
- ◆ Start Today!

Teaching Philosophy Exercise

- ◆ Individually write down some ideas about your teaching philosophy
 - Can be narrative or bullet points
- ◆ Let the individual next to your read and comment on your initial philosophy
- ◆ As you develop teaching skills, expand and modify your teaching philosophy

Utilize Available Teaching Opportunities

- ◆ Class presentations or projects
- ◆ Work related teaching:
 - Small group facilitation
 - Professional development
 - Health promotion

Utilize Available Teaching Opportunities

- ◆ Acquire basic text on teaching in higher education
- ◆ Pull one applicable journal article on teaching
- ◆ Apply one new principle for each opportunity
- ◆ Include narrative of teaching skill development in teaching portfolio

Teaching Strengths Log

- ◆ Keep a log of exemplary teaching practices you observe as a participant
- ◆ Examine the strengths of teaching strategies and how you might apply them
- ◆ Negative examples can be viewed as opportunities for improvement

Conferences/Workshops

- ◆ Take advantage of local opportunities
 - Center for Teaching Excellence Certificate
- ◆ Consider attending Workshops/Conferences on teaching
- ◆ Look for sessions on improving teaching at conferences you already attend



Summary



- ◆ Steps in creating a personal teaching portfolio.
- ◆ Possible uses for a teaching portfolio in career development.
- ◆ Teaching portfolio as a guide to enhancing teaching skills.

Resources

- ◆ Seldin, P. (1997), *The Teaching Portfolio*. Boston, Ma: Anker Publishing Company.
- ◆ Murray, J.P. (1995). *Successful Faculty Development and Evaluation: The Complete Teaching Portfolio*. ASHE-ERIC Higher Education Report No. 8, The George Washington University, Graduate School of Education and Development.



Questions/Comments