SUGGESTED PORTFOLIO HEADINGS

# *All portfolios should include:*

**Brief biographical background/overview:** A few sentences that describe who you are and your current (overall) responsibilities at Queen’s so that people can place the information in the portfolio in a broader academic context.

**Approach to teaching (or Philosophy of teaching):** A reflective statement on your teaching philosophy, goals, and preferred practices/approach(es).

**Teaching responsibilities/activities:** Describes instructional settings, level and number of students, and student demographics.

Subheadings may include: *course development and modification, development of teaching materials, teaching innovations, administrative and committee work related to teaching.*

**Teaching effectiveness:** an assessment of your degree of effectiveness, based on evidence you provide and refer to.

Subheadings could include: *products of teaching (student learning); information/feedback from students; information/feedback from colleagues; information from other sources (alumni, parents, employers); teaching awards.*

# *Optional additional headings:*

**Professional development:** Steps taken to evaluate and/or improve your teaching.

**Teaching scholarship:** Presentations, research, and publications on teaching

\* \* \* Length of Portfolio: 6-12 pages (without appendices) \* \* \*

**Reflective Statement of Teaching Philosophy** (two pages): This section should be supported by the evidence provided in the rest of the portfolio. The following questions are meant to guide candidates:

* What excites you about your discipline?
* How do you motivate students?
* Has your approach to teaching been guided by a role model?
* What kinds of activities take place in your classroom or lab?
* Why have you chosen these activities?
* What role(s) do students play in your class – audience, group members, active participants, peer teachers, co-discoverers?
* Do you encourage students to talk to you during/outside class? How?
* How do you give students feedback about their work?
* What have you learned from teaching?