

## Teaching Dossier Basics for Faculty

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Think of your teaching dossier or portfolio as a set of **claims** about your teaching, **examples** from your actual practice, and **evidence** from a variety of sources, all well-triangulated and consistently portrayed. There should be a few pages up front; the evidence to support the claims in those pages can be provided in appendices. The first pages might be divided into subheadings like these:

1. Teaching Philosophy (or Teaching Statement, or Core Principles)
2. Teaching Responsibilities to Date (narrate and list)
3. Teaching Effectiveness (high expectations and good results shown in student work; awards or nominations; letters from former students or from peers)
4. Contributions to Teaching (committees on teaching; presenting at conferences on teaching; publications locally, University-wide, or beyond)
5. Evaluation of Teaching (students in a context; peer observations)
6. Ongoing Professional Development (workshops or conferences attended; future plans)

Appendices could be

- A: Course or Lab Materials Created or Adapted
- B: Showcase Course (syllabus and, perhaps, a unique assignment)
- C: Teaching Evaluation Form and Data (summarized)
- D: List of Comments from Student Evaluations (unedited)
- E: Letters from Colleagues

I've seen equally effective dossiers that are 8 pages long as well as over 100 pages. Local culture and dossier purpose should dictate what you end up presenting.

KEEP IN MIND that these are my own suggestions; look at a number of examples on the web in your own discipline and outside it! Seek multiple sources of feedback and find out if you have a local culture of portfolio or dossier preparation and use.

For more information, see our Tip Sheet series on Professional Development:

<https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips>

We are always keen to showcase examples from Waterloo professors; if you wish to contribute yours, simply write to me [tholmes@uwaterloo.ca](mailto:tholmes@uwaterloo.ca)

## Sources

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- Seldin, Peter. (2004). *The Teaching Portfolio: A practical Guide to Improved Performance and Promotion/Tenure Decisions*. 3<sup>rd</sup> Edition. San Francisco: Jossey Bass.
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