Teaching portfolio

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1. The purpose of a teaching portfolio

The purpose of a teaching portfolio is to promote the development of teaching and provide documented evidence of teaching accomplishments. By preparing a teaching portfolio, teachers can validate and present their academic accomplishments and teaching-related competencies in an organized manner. When candidates are considered for a position and their research qualifications are evaluated, teaching portfolios make it possible to take their teaching accomplishments into account as well. Teaching portfolios can also be used, for example, in development discussions. The requirement to prepare a teaching portfolio is part of the quality assurance system of Tampere University of Technology (TUT).

2. Compiling a teaching portfolio

There are two types of teaching portfolios: master portfolios and employment portfolios. A master portfolio is compiled to document a candidate’s personal competencies and to support his or her professional growth. Each candidate may independently decide the format of the master portfolio. An employment portfolio is a collection of selected and organized materials that illustrate the candidate’s teaching accomplishments in a format suitable for public presentation, usually for the purpose of applying for a position. An employment portfolio is often compiled based on a comprehensive master portfolio.

At TUT, the term teaching portfolio refers to an employment portfolio that a candidate prepares to demonstrate his or her competency for a position or professional achievements (e.g., when applying for a job, grant or other public recognition). A teaching portfolio should concisely demonstrate the candidate’s teaching accomplishments, teaching philosophy, views on the development of teaching as well as self-evaluations of his or her own teaching.

A teaching portfolio compiled to demonstrate teaching skills and accomplishments is:
- an official document, for which the author holds the copyright
- a public document, as are other documents when applying for a position, and
- an independently compiled document. All content must be verifiable.

The recommended length of a teaching portfolio is 4–10 pages, which does not include possible appendices. Appendices are enclosed to validate the statements presented in a teaching portfolio. If a teaching portfolio contains copies, they must be certified.

When applying for a position at TUT, candidates must prepare a teaching portfolio according to the structure presented in chapter 3. However, candidates may choose to omit a section or item listed in chapter 3 from their portfolio. Such omission will be interpreted as an indication that the candidate has not found it necessary to include the section or item in the portfolio. Candidates may also combine sections listed in chapter 3, but all the items included in the instructions must be clearly presented to the reader.
3. Sections of a teaching portfolio and their contents

Personal information
- Name
- Education and completed degrees
- Current place of employment and job duties

Summary (max. 200 words)

Table of contents

Teaching experience
- Field of teaching and target groups
- Thesis supervision
- Study guidance, teacher tutoring
- Trial lectures and demonstrations of teaching skills

Teaching materials produced by the candidate
- Books, handouts
- Online teaching materials
- Other teaching materials

Active participation in the development of higher education
- Participation in the organization of training related to the development of teaching
- Expert tasks related to teaching
- Publications, lectures and presentations related to teaching
- Participation in networks and working groups (national/international)
- Participation in projects and events (national/international)

Maintenance and development of teaching skills
- Participation in training that promotes the development of teaching skills
- Teaching experiments and related reports
- Utilization of feedback
- Cooperation with students and colleagues
- Plans for the near future

Candidate's views on teaching and learning
- Teaching philosophy
- Conceptions of learning
- Teaching, learning and evaluation methods
- Purpose of learning
- Values in teaching and learning
- Connecting research to teaching

Self-evaluation of teaching performance
- Self-evaluation
- Feedback and evaluations from others

Appendices to a teaching portfolio

Appendices are enclosed to validate the statements presented in a teaching portfolio. Candidates may select the appendices based on the points that they wish to emphasize. A teaching portfolio can, among others, include the following appendices:
- Curriculum Vitae
- Teaching activities (list of courses, etc.)
- Written works related to teaching
- Examples of feedback
- Teaching materials and handouts produced by the candidate
- Duties related to public examinations of Doctoral dissertations (supervisor, pre-examiner, opponent)
- Recognitions for teaching accomplishments.