Guideline for compiling a teaching portfolio

A teaching portfolio presents the applicant's teaching qualifications and academic merits related to teaching and education as well as skills related to the position the candidate has applied for. The teaching portfolio also serves as a tool for self-development, where you can gather your teaching merits and monitor your growth as a teacher.

The maximum length of a teaching portfolio is 5 pages. In addition, the portfolio can contain attachments (such as a course catalog, examples of teaching materials, supervised theses).

Sections of a teaching portfolio

**Personal information**
- Personal and contact information
- Degrees
- Current Position

**Summary** (max. 300 words)
Free-form summary of your teaching competence

1. **Teaching experience**
- Summary of your teaching experience by levels of education
- List of courses and your role in them as an attachment

2. **Development of teaching**
- Learning environments (e.g. e-learning environments, utilizing of information and communication technologies in education, use of other learning environments)
- Learning methods used in teaching
- Production of learning materials
- The most significant scientific publications and presentations related to teaching and education (can be provided as attachment)
- Participation in education-related networks and working groups

3. **Experience in supervising and instructing**
- Amount of instructed and supervised BSc and MSc theses (complete list as attachment)
- Amount of instructed and supervised PhD theses (complete list as attachment)
- Teacher mentoring
4. Teaching management and planning

- Teaching management and leadership responsibilities
- Participating in and managing the planning and development of teaching

5. Development and evaluation of teaching competence

- Pedagogical studies
- Teacher exchange (national or international) or other forms of international cooperation
- Demonstration lectures and grades
- The development of teaching skills based on the feedback received: a description of the development measures taken based on feedback and evaluation
- Other development of your own teaching competence
- Awards received
- The invocation of current research knowledge of your own research field in teaching
- A self-evaluation of your teaching skills and your future plans for professional development in teaching