

Annual Performance Reviews (APRs) Teaching Portfolio Guidelines

FORMAT

Determine the best way to tell your teaching story by crafting a tightly-written reflective statement and use the appropriate headings below to supply additional information to form a teaching portfolio. Present a reflective statement about your teaching philosophy and efforts. This section should describe what you teach, how you teach and why these methods are used. **The teaching portfolio should be no more than six pages but you may add up to eight pages for a syllabus for a grand total of 14 pages.**

HEADER

Name, department current title/rank

CONTENTS (for the calendar year(s) of the evaluation period only)

- I. Reflective Statement
Present a reflective statement about your teaching philosophy and efforts in narrative form. Faculty may choose to have subheadings for “Resident Instruction,” “Academic Advising” and “Student-Related Activities.” This section should describe what you teach, how you teach and why these methods are used.
- II. Resident Instruction
Digital Measures data will provide a complete list of the courses you have taught and the Teacher Course Evaluations associated on your CV. In your teaching portfolio, you should provide any additional contextual information that may be needed to interpret the information in your CV. You might include:
 - A. if you taught a course for the first time,
 - B. the fraction of lectures you delivered in a team-taught course,
 - C. if a course is cross listed,
 - D. if the course has a large enrollment which is presented in smaller lab or discussion sections,
 - E. student evaluation comments (you must include all of the comments for a course or none of them) or
 - F. a selective sample of course materials.
- III. Course Syllabus
Choose one syllabus that is representative of your instructional work. From that course include any ancillary materials distributed during the first class meeting. The syllabus and ancillary materials should be a maximum of eight pages.
- IV. Documentation of Teaching-Related Activity
 - A. Provide an itemized list, with brief description of new and innovative teaching methods, courses developed and significant changes in course design or other pertinent information.
 - B. List participation in peer review or other teaching improvement programs.
 - C. List teaching activities with professional societies.
- V. Advising
The number of undergraduates and graduate students you advise will appear on your Digital Measures CV if you enter this information there, but you may include other advising related activities in your teaching portfolio.

See [AR 3:10, pp. 4-5](#) for more information about teaching portfolios.