Teaching Portfolio Planning  
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A teaching portfolio typically consists of reflective commentary followed by appendices that contain the “artifacts of teaching.” The reflective section of your portfolio will often contain (a) a summary of teaching responsibilities; (b) a statement of teaching philosophy; (c) future goals and plans, plus a paragraph or two discussing each appendices.

Please indicate your primary reason for preparing a teaching portfolio (e.g., for promotion, for personal growth and development, for administrative requirements):

Please place a number by the items which you might include as appendices in your own teaching portfolio. (1=Will definitely include; 2=Will probably include; 3=Will consider including; 4=Will not include). Jot down comments when relevant.

_____ Student critiques
_____ A statement from the department chair regarding teaching effectiveness
_____ Statements from colleagues who have observed you in the classroom or the completed classroom observation forms
_____ Representative course syllabi
_____ Results of classroom assessment projects
_____ Student endorsements
_____ Student scores on standardized tests before and after a course
_____ Lists of faculty development activities (e.g., workshops or conferences attended)
_____ Graded papers from students
_____ Description of course revisions
_____ Sample assignments, lab reports, etc.
_____ Videotapes of teaching
_____ Evidence of graduates’ success
_____ Classroom observation forms you have completed
Sample lesson plans
Articles published in teaching journals
Sample tests

List other items you might include in your appendices:

Select three of the items you will definitely include and jot down some of the points you will make about them in your reflective commentary.

1.

2.

3.