



Teaching Portfolio Planning Barbara J. Millis

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.