

## Guide to Developing a Teaching Portfolio

The teaching portfolio facilitates reflective practice. Reflective practice encourages one to examine teaching and ultimately improve student learning. Teachers themselves are a primary source of informative feedback that promotes improvement through thoughtful reflection.

You are encouraged to compile the following documents in a binder/folder and keep with your FGIP materials.

### SUGGESTED CONTENTS\* OF TEACHING PORTFOLIO:

#### **PART A. PERSONAL STATEMENT OF TEACHING AND LEARNING PHILOSOPHY**

**Sample Ideas/items to address in a Personal Statement of Philosophy of Teaching might include:**

- Beliefs, assumptions and values that presently guide practice as it relates to adult learning
- Assumptions about characteristics of adult learners
- Beliefs about who should benefit from a college education
- Belief about the function of higher education in our society
- Beliefs about one's discipline and its importance to the students' futures
- Beliefs about the best way to teach and whether one can and is willing to adjust teaching style to accommodate diverse learning styles

#### **PART B. FACULTY ROLES**

##### **I. EVIDENCE OF EFFECTIVE TEACHING**

###### Expectations

1. Course outlines meet the CARP standards.

**Documentation:** Samples Course/Instructional Materials for Courses that I teach: *(please include an example of your course outlines and syllabi and an example of the following that apply)*

- Evidence of good record-keeping
- Special Lesson Plans relating to innovative instructional strategies
- Handouts/Presentation Materials
- Tests/Quizzes or other student assessment/evaluation tools
- Others \_\_\_\_\_

**II. EVIDENCE OF COLLEGE SERVICE** *(please include all that apply)*Expectations

1. The faculty member is actively participating in at least one cross college committee
2. The faculty is regularly attending department meetings and is engaged in/supports department related activities.

**Documentation:**

1. Meeting minutes that reflect my participation in college-wide committees, examples include
  - College/Program Accreditation
  - Quality Leadership Team
  - Assessment
  - Cross-disciplinary Curriculum Development
  - Campus Technology (CTAT)
  - Distance Learning
  - Diversity Team
  - Faculty Screening/Search Team
  - Academic Senate
  - Others \_\_\_\_\_
2. Meeting minutes that reflect my participation in departmental committees, examples include
  - adjunct faculty support/review
  - curriculum review and development
  - departmental publications and exhibits
  - peer review and mentoring
  - new student recruitment
  - program promotion
  - program articulation
  - Department meetings
  - Other \_\_\_\_\_

**III. EVIDENCE OF STUDENT SERVICE** *(please include all that apply)*Expectations:

1. The faculty member supports/participates at least one student service function per semester outside of their classroom

**Documentation:**

- Copies of Student Advising Plans
- Descriptions of Mentoring Activities
- Tutoring Schedule
- Organization/Club Agenda (including your name as advisor)
- Coordination of Activities (i.e. food fairs, art exhibits, etc.)
- Others \_\_\_\_\_

**VI. EVIDENCE OF PROFESSIONAL DEVELOPMENT** *(please include all that apply)*Expectations:

1. The faculty member will participate in at least two professional development activities each year related to improving their instructional skills, instructional content knowledge, or curriculum and/or program development

**Documentation:**

- CEU Certificates
- Certificates of Completion
- Trip Reports
- Signed Leave Forms
- Agenda from Conference at which You Presented
- Course/Workshops/Clinics Tuition Receipts
- Membership Certificates to Professional Organizations
- Research projects
- Publications Authored
- Others \_\_\_\_\_

**V. EVIDENCE OF COMMUNITY SERVICE (optional)** *(please include all that apply)*Expectations:

1. The faculty member participates in at least one community function per semester that promotes the college, promotes teaching and learning or involves community service.

**Documentation:**

- Ticket stubs/programs from community events
- Membership roster (including your name) of community organization or board
- Invoice to community group for consultant services rendered by you
- News articles referencing your positive contribution to the community
- Organization/Club Agenda (including your name as advisor)
- Coordination of Community Activities (i.e. food fairs, art exhibits, etc.)
- Others \_\_\_\_\_

*\* These items can be kept with your other evaluation materials (FGIP, student questionnaire results, self-evaluation etc.) in a notebook/binder/folder.*