

## Teaching Portfolios Tips from 2017 TP Reviews

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1. On all documents, list your name, degree(s), rank, and track.
2. Name the document “Teaching Portfolio”.
3. Number the pages.
4. Combine all components into one 20-page (or shorter) document.
5. Include an introduction or statement that describes your philosophy of teaching or approach to teaching, and follow with paragraph descriptions of each major teaching activity.
6. Use terms accurately – in this role are you a lecturer, instructor, facilitator, mentor, preceptor, or advisor, for example.
7. Present teaching grids from most recent to oldest. FTA faculty need grids only from 2014 forward.
8. Include a grid for January – June 2018.
9. Try not to leave blank evaluation columns, and do not refer to information in other cells (e.g., “as above” or “see below”.)
10. Do not use “N/A” in the evaluation column, as readers often are not sure if you mean to say that evaluative information is not applicable or not available, and neither is optimal. It is understandable that in some teaching experiences, you are not provided with evaluation information.