# Creating a Teaching Career Portfolio

Creating a portfolio can provide a convenient and extensive way to organize your academic and career achievements as well as artifacts from your work. We recommend creating a portfolio as it can assist you during your academic experience, during interviews, and in transition to your teaching career.

## What is a teaching portfolio?

A teaching portfolio is a description of an instructor's teaching accomplishments supported by relevant data and analyzed by the instructor to show the thinking process behind the artifacts. Most portfolios do not include everything that the instructor has done in the way of teaching over their entire career. Instead, they are selected samples that illustrate how that individual's teaching is carried out in the various venues in which teaching occurs. Edgerton, Hutchings and Quinlan (1991) describe portfolios as follows:

1. Portfolios provide documented evidence of teaching that is connected to the specifics and contexts of what is being taught.
2. They go beyond exclusive reliance on student ratings because they include a range of evidence from a variety of sources such as syllabi, samples of student work, self-reflections, reports on classroom research, and faculty development efforts.
3. In the process of selecting and organizing their portfolio material, faculty think hard about their teaching, a practice that is likely to lead to improvement in practice.
4. In deciding what should go into a portfolio and how it should be evaluated, institutions must address the question of what is effective teaching and what standards should drive teaching practice.
5. Portfolios are a step toward a more public, professional view of teaching. They reflect teaching as a scholarly activity.

## Recommendations

- Be intentional about what you include. Display achievements you are most proud of , your best work, and specific samples of your teaching experience.
- Tailor your portfolio to the particular job you are applying for.
- Keep your portfolio up to date - it will be continuously updated throughout your career.
- Reflective components can add more personalization. Include details such as what you did, why you did it, and how the experience met the outcome goals.

## Types of Portfolios

### Hard Copy

- Organized in a professional 3-ring binder, PDF, or print document.
- Can use divider sheets to more easily find information.
- Include a detailed table of contents with a complete list of portfolio artifacts.
- Number your page and crosscheck that the page numbers on the table of contents are accurate so readers can find the information easily.
- Can be listed in resumes to show tangible evidence and examples and brought to showcase during interviews.

### Electronic

- Created in online resources and with multimedia to show work samples (ex: blog, website) and should include a few multimodal elements (images, videos, audio clips) throughout.
- Include the online portfolio address on your resume.
- Include a home page with a banner image that represents something unique about you, your teaching, or the content of your portfolio.
- Avoid using colors that may be difficult to read and ensure website layout is consistent and easy to follow.
- If you include sample student work and your portfolio is publicly available online, obtain written permission from each student before sharing their work

## How do I create a teaching portfolio?

1. **Clarify teaching responsibilities:** Start with knowing your teaching identity as expressed in your teaching statement (see below) and the expected role of the jobs you are applying for. This will help determine what kinds of artifacts you'll need to include/document.
2. **Select items for your portfolio:** Select artifacts that reflect your teaching identity and relevant to your expected responsibilities rather than every piece of data.
3. **Prepare a statement on each item:** Show its relation to your identity and responsibilities.
4. **Arrange the items:** They can be ordered in terms of importance to your responsibilities, chronologically to show growth over time, or by category of teaching responsibility to show breadth.
5. **Compile the supporting data:** Evidence supporting the statements for each time should be gathered to support the conclusions drawn. The evidence is best placed in an appendix at the end.

## Items you may include

- Table of Contents (for physical portfolio) or menus (for digital)

### Roles, Responsibilities, Goals

- Teaching statement
- Resume/CV
- Short statement of career plans/future goals

- List of courses taught, with enrollments and comments as to if new, required or elective, team-taught, etc.

**Representative Course Materials**

- Syllabi or sample lesson plans
- Course descriptions with details of content, objectives, methods, and procedures for evaluating student learning
- List of texts and readings - if you were able to choose the readings, rationals for why they were selected
- Assignments and activities/learning activity packets
- Exams and quizzes, graded and ungraded
- Descriptions and examples of visual materials used
- Descriptions of use of computers or other technology in teaching
- Pictures of bulletin boards, classroom displays, and other in-class resources/visuals

**Assessment and Extent of Student Learning**

- Student work (papers, workbooks, presentations, or other creative work)
- Examples of grading and grading rubrics, explanations of how items were graded
- Your written feedback on student work
- Case study or studies of pupil(s)

**Descriptions and Evaluations of Teaching**

- Student teacher evaluation report
- Summary or examples of pupils' evaluations of teaching/student teaching
- Video of you teaching a class
- Letters from students and former students
- Statements from colleagues about work
- Letters of recommendation/references

**Contribution/Participation to Institution or Profession**

- Participation in local, state, regional, or national activities/organizations related to teaching and learning
- Faculty development activities
- Publications and writing samples
- Continuing education units (CEUs)
- Partnerships and program development artifacts

**Honors and Recognitions**

- Certificates and awards
- Invitations based on your teaching reputation (for consultations, workshops, writing articles, etc.)

**Additional Artifacts**

- Transcripts or copy of your diploma
- State certification

## What is a teaching statement?

Your teaching statement is the foundation of your portfolio. It tells a story about your identity as a teacher, what goals you have for your students, how you help students achieve those goals, and how you assess student learning.

For a more in-depth look at how to write a teaching statement, please visit this resource from the University of Texas at Austin.

## Portfolio Examples

E-portfolios:

- Nathan Comstock
- Sarah Cowley

Sample print portfolio: pages 14 - end from Saint Louis University document (this document is for higher ed professionals but can be adapted to K-12)

Adapted from resources at the University of Texas at Austin, the University of Minnesota, DePaul University, and Saint Louis University.