**The Basics of Building an Effective Teaching Portfolio**

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**I. What is a Teaching Portfolio?**

A teaching portfolio is a collection of documents that provide a record of:

1. Your Teaching Philosophy
2. Your Courses (both past and future)
3. Your Teaching Methodology
4. Evidence of Your Assessment Methods
5. Evidence of Your Teaching Effectiveness.

**II. Tips and Tricks**

1. Make your teaching portfolio concise.

* It is NOT a holding place for all your teaching materials, but a selection that best illustrates your teaching approach/methods.

2. Make your portfolio both forward- and backward-looking.

* Include both courses you have taught and also courses you are prepared to teach in the future.

3. Shape your portfolio for your specific audience.

* Make sure it is in line for the specific courses, levels, and topics of classes identified in the job ad.
* Make sure it is line with any mission of the college/department for which you are interviewing.

4. Make a ‘master portfolio’ with all of your materials and strategically select a few materials to include for different positions.

* If applying for a large university, include syllabi and materials for:
  + an introductory undergraduate course
  + an advanced undergraduate course
  + a graduate-level course
* If applying for a small, liberal-arts college, include syllabi and materials for:
  + a required, introductory lecture course
  + an advanced major seminar
  + a course for ‘non-majors’

5. Consider including colorful and eye-catching syllabi.

**III. References**

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