

Please Note: This template was prepared by Shannon Murray, Director of Faculty Deveopment at UPEI. It is intended as one possible guide to preparing a teaching dossier; there are many others.

Teaching Dossier

{Your Name Here}

Department of -----

University of PEI

The final Dossier might include 7-15 of the categories below (or ones that you've adapted to suit your own situation), enough for about 3-5 pages. A few suggestions:

- *Remember: no one will be able to work with ALL of these categories.*
- *Choose the ones that you believe will give the best snapshot of yourself as a teacher.*
- *Most sections should refer the reader to evidence in the appendix.*
- *I strongly recommend that you include the items with an asterisk beside them; the 2000-2005 Collective agreement requires the items I've marked **.* At the time of this workshop (February 16-17), the wording of this agreement is still tentative.
- *Remember to make use of bullets and white space.*

***Table of Contents**

Include here all the areas that you've chosen below, with "Appendix" as the last item.

***Statement of teaching responsibilities**

This is an important section to set the context for your work as a teacher. Explain what courses you are normally responsible for, what level of student you teach, whether you teach graduate, honours, special studies courses. Include here also whether your courses are intended for major in your field or whether they are electives.

****Appendix:** *The Collective agreement requires you to include*

- *a list of all regular courses taught for a minimum of three and a maximum of 7 years, including course number and title, credit value, and enrolment.*

- *the course outlines for all courses listed here.*
- *a list of all honours, special studies, and graduate courses supervised or mentored, whether completed or in progress, and the nature of the faculty member's involvement.*

***Teaching Philosophy**

Description of Teaching Methods

If it isn't included in your STP, this section should give an indication of the way you teach – your use of lecture, team learning, writing, cases, and so on.

Appendix: *present a full description of one or two methods -- cases, lectures, etc -- or give the assignment itself if possible.*

Assignments and Exams

This section would highlight particular assignments and exams that you have devised. Introduce them here and explain briefly the purpose of each.

Appendix: *choose a couple of representative assignments or exams.*

****Course Evaluations**

Mention briefly the way the evaluations are collected, and what the ratings (if any) mean. You might mention some important feature of the ratings ("consistently over 5 out of 6) or of the comments ("students have particularly noted ...). Introduce the evaluations you'll include in the appendix. Include the computer-scored ratings in graph form

****Appendix:** *"Copies of statistical summaries of student opinion of the teaching surveys specified in Article E.3.1 and any comments the faculty member may wish to make regarding these survey(s)."*

Efforts to Improve Teaching

Point out here any workshops, conferences, TLC events, collaboration with colleagues, books and journals regularly consulted, work with colleagues, regular self assessment.

Appendix: *you might include descriptions of the workshops (for example, the agenda for today and my letter acknowledging your participation.*

Evidence of Leadership and Scholarship in Teaching

Mention here any papers given, invited talks, TLC talks and panels, or publications on University teaching, funding applications (successful or not) for travel and research related to teaching.

Appendix: *include fliers of talks if you have them, abstracts, copies of publications or presentations, letters acknowledging funding requests.*

Teaching Goals

Discuss briefly how you want your teaching to evolve over the next five years. This is a good place to address any concerns that might have come up in course evaluations.

Honours or Awards

Include nominations for teaching awards as well as awards won. If the award is from away, describe what it is for.

Appendix: *might include a description of the criteria for the award, the letter acknowledging nomination or winning of the award.*

Good Student Work

If you have example of students who have done particularly well because of your instruction, include here a description of how you made that work possible.

Appendix: *include a sample of the good student work.*

Student Success or Publications

If you can document examples of students who have gone on to success in your field, who have changed direction because of your teaching, who have thrived in graduate or professional school after graduation, include that here. (This is not an easy thing to document, and it'll be impressive only if you have evidence to support it.) If your students have published or presented research with you or on their own because of your teaching, mention that here.

Appendix: *letters from students, numbers of students who have continued in your field; also a bibliography of students who have published or presented work that has grown from your teaching.*

Sample Student Assessment

It's often helpful to know how you assess student work. Here you could describe your method of assessment, any rubrics you have made, and your approach to grading and student improvement

Appendix: *Include examples of rubrics, grading sheets, and graded student work. It might be helpful to offer three examples, one of good, one of fair and one of poor work and your assessment of it.*

Teaching Committees

Mention your work with any committees – department, university, regional – that work for the improvement of university teaching or for curriculum development. Were you appointed or elected? What roles did you play?

Appendix: *any reports, letters of acknowledgement, documents that show how you contributed to the committees' work.*

Innovation in Teaching

Have you tried something new, adapted a teaching strategy or technique.

Include a description of one or two here.

Appendix: *Include something that shows how that innovation works in the classroom: an assignment, exercise, website.*

Use of Technology in Teaching

Describe your use of any technology – webCT, Websites, electronic bulletin boards, etc – in teaching. Explain briefly how the technology helped learning.

Appendix: *print off the website, a page from the WebCT site, some examples from the bulletin boards, and so on.*

Work with Colleagues

Describe here any collaboration with colleagues in teaching – any team teaching, collaboration on or off campus in teaching-related work, consultation with colleagues to develop their teaching, and so on.

Appendix: *any evidence of that collaboration – a flier, letter, report.*

Curriculum Revisions

Describe any new courses you've developed or old courses you've adapted and revised; any work to revise programs for your students; any change in delivery methods in the courses.

Appendix: *include the revised course syllabus (and perhaps the original syllabus); include reports on curriculum revision for which you've been responsible.*

Self-evaluation

This might include a reflective note about your evaluation of yourself as an instructor, based perhaps on the use of a teaching log, on routine self-evaluation after a course, or even on looking back over the dossier as you produce it.

Appendix: *excerpts from the teaching log or self-evaluations, perhaps.*

Peer Evaluation

This might include a brief description of your efforts to have peers evaluate your teaching

Appendix: *letters from colleagues who have observed your teaching or its results.*

Video Tapes of Instruction

If you have these, by all means include them. My sense is that most committees – tenure, promotion, awards – won't look at them. It may, though, still be worth mentioning and offering to make the tape available should the committee wish to see it. It would signal a way in which you have chosen to document and evaluate your own teaching.

Community Work Related to Teaching

If there are ways in which you have taken your teaching beyond the usual classroom work, mention it here: through community groups, short courses, senior's college, development work off-campus, high school liaison, and so on.

Appendix: *include notices, agendas, outlines – any evidence of the success of the community work would be especially useful.*

Other Evidence

Anything else can be added here that you think will round out a picture of yourself as a teacher.