



## Teaching portfolio

The teaching portfolio, which includes both narrative sections and descriptions of pedagogical qualifications, thus differing from a traditional portfolio of skills or CV, is structured as follows: Running text is to be included under each heading. Detailed information, such as tables, lists, etc., is to be added as appendices in each of the respective boxes.

### 1. Background

Write a short background about yourself. Describe where you are currently working and your present tasks as a teacher and/or supervisor or in your role as the person responsible for courses and study programmes at the department, director of studies, programme coordinator or similar.

### 2. Higher education courses and study programmes

#### *Subject specialisation*

Account for which higher education qualifications you have indicating the subject. Emphasise in particular the courses and study programmes relevant to your work as a teacher and/or supervisor.

Include a detailed account of each course in terms of subject, course title, course designation, level, higher education institution, year, number of higher education credits, etc., as an appendix in Box A.

#### *Pedagogical courses*

First account for which courses and study programmes you have attended in teaching and learning in higher education. Also describe other pedagogical courses and study programmes relevant to your work as a teacher and/or supervisor and/or pedagogic leader within higher education, such as teacher training, leadership training, etc.

Include a detailed account of each course in terms of subject, course title, course designation, level, higher education institution, year, number of higher education credits, etc., as an appendix in Box B.

### 3. Experience of teaching and supervision within higher education

#### *Teaching within first-, second- and third-cycle courses, study programmes and further education*

Summarise which courses you have attended within first-, second- and third-cycle courses, study programmes and further education. Describe your work with course planning, types of instruction, teaching methods and formats of assessment and examination. Describe your role within the various courses and emphasise experience – in particular your own research and/or artistic activities – that has contributed to your pedagogical development.

Include a detailed account of each course in terms of subject, course title, course designation, level, higher education institution, year, number of higher education credits, number of students, etc., as an appendix in Box C.

*Supervision within first-, second- and third-cycle education or equivalent*

Summarise the bachelor and degree projects or equivalent in which you have participated as supervisor. Specify your role – whether you were entirely responsible for the supervision or shared this responsibility. State the name of the examiner.

Include a detailed account of each supervisory assignment in terms of subject, name of project, level, and number of higher education credits and name of student as an appendix in Box D.

**4. Your pedagogic activities – description, reflection and development**

By describing and reflecting on your higher education pedagogic activities, based on given preconditions and development of learning environments, you will enhance the visibility of your approach to current and future pedagogic assignments. Include both proven experience and theoretical approach.

Choose several examples from your pedagogic activities that you wish to include as a starting point from which to reflect. This may involve how you, based on applicable intended learning outcomes, have worked with planning, implementing and evaluating a course, a defined course component, laboratory work, assessments, examinations or other aspects. Your chosen example may also involve supervision or pedagogical development work at the department, possibly in your role as the person responsible for courses and study programmes at the department, director of studies, programme coordinator or similar.

Describe and reflect on your chosen examples. Clarify how you are working with your pedagogic assignment and justify why you work as you do, and why you consider that the working methods you have chosen support student learning, how your chosen types of instruction affect student independence and also how your teaching contributes to the university's ambition to create complete academic environments, including teaching linked to research. Discuss what went well and what may not have gone as well, and propose improvements. Use your pedagogic knowledge, your approach to knowledge, your approach to student learning and your teaching methods. Analyse and justify your reasoning based on proven experience and theoretical approach.

Describe your development within the pedagogic area from a time perspective and emphasise what was important to your development as a teacher, supervisor and/or other pedagogic leader. Look to the future and describe your intentions for future pedagogic work and pedagogic competence development.

A collection of certificates/documents from education coordinator, director of studies, programme supervisor etc. which support the applicant's skill to support student learning and adapt teaching/tutoring to the backgrounds, characteristics, and qualities of different student groups and specific conditions and frames in higher education and the applicant's ability to select appropriate methods and apply them in the learning situation, as an appendix in Box E.

**5. Development of teaching materials and other student learning resources**

One important part of pedagogic activities is the development of teaching materials and other resources for student learning. Describe the resources that you have developed and your level of participation. Base this on the didactic questions ‘*what*’, ‘*how*’ and ‘*why*’, and justify your pedagogic standpoints in the development work.

Include a detailed account of each resource developed in terms of year, subject, level, extent, link to web resources, etc., as an appendix in Box F.

**6. Experience of leading, administering and developing courses and study programmes**

Describe the assignments that you have had, such as head of department, course coordinator, director of studies, programme coordinator, etc. and describe your work involving leadership, cooperation, administration and development within these assignments. Describe the results of your work for continued development of courses and study programmes.

Include a detailed account of each assignment, including extent, time, the nature of tasks, etc., as an appendix in Box G.

**7. Development, depth of study, research and dissemination of knowledge including specialisation in teaching and learning in higher education**

Account for the development, depth of study and research within the area of teaching and learning in higher education in which you have participated. This may be collegial pedagogical development work, in-depth literature studies and development projects/programmes and research specialising in teaching and learning in higher education. It may also involve the dissemination of knowledge and exchange of experience during, for example, teacher exchange, conferences and seminars.

Include an account of documentation, reports, literature reviews, contributions to conferences, scholarly articles, artwork, etc., as an appendix in Box H.

**8. Pedagogic activities outside the university**

Provide a brief account of the pedagogic activities that you have conducted outside the university. This may include information about research and education as well as dissemination of knowledge to the surrounding community, for example, at science festivals, in popular science publications and through other presentations.

Give a detailed account including your input, extent, time, nature of activity, etc., as an appendix in Box I.

**9. Other pedagogical qualifications**

Account for any other pedagogical qualifications that you consider relevant to your pedagogic activities within higher education.

Include a supplementary detailed report as an appendix in Box J.

**10. Appendix** (put in the boxes A-I)

- A. Higher education courses and study programmes – subject specialisation
- B. Higher education courses and study programmes – pedagogic specialisation
- C. Experience of teaching and supervision within higher education – teaching within first-, second- and third-cycle courses and study programmes and further education
- D. Experience of teaching and supervision within higher education – supervision within first-, second- and third-cycle courses or equivalent
- E. Documents of educational skills from education coordinator, director of studies, programme supervisor etc.
- F. Development of teaching materials and other resources for student learning
- G. Experience of leading, administering and developing courses and study programmes
- H. Development, depth of study, research and dissemination of knowledge including specialisation in teaching and learning in higher education
- I. Pedagogical activities outside the university
- J. Other pedagogical qualifications