

**Outline for a Teaching Portfolio**  
*Instructional Faculty Personnel Committee (IFPC)*

A Teaching Portfolio should be created and maintained by Instructional Faculty. The IFPC will review the portfolio when considering candidates for promotion and will make recommendations to the Department Head. In addition to the contents of the teaching portfolio, the IFPC may take into consideration other information that bears on teaching effectiveness, including classroom observations, feedback from administrators and faculty, scores on common exams, and student outcomes following their participation in instructors' courses.

When ready for review, the Teaching Portfolio should be submitted electronically with the following sections:

**I. Introduction of Instructor**

- Name, title(s), and dates (years) for each title, in the UA Department of Mathematics.
- Major responsibilities, including but not limited to: course development activities, committees served on, mentoring of other instructors.
- Curriculum Vitae

**II. Statement of Teaching Philosophy**

Please see the [\*Suggestions for a Teaching Philosophy Statement.\*](#)

**III. Summary of Teaching**

- Courses you have taught at the University of Arizona in the last five years, listed by course number and name, with semesters (dates) taught. For each recent course, include a summary statement of how the course went in light of the learning goals you outlined in your statement of teaching philosophy.
- Syllabi for recent courses in which you prepared your own syllabus.
- Any course-related material you developed or co-developed, such as exams and worksheets, that you wish to include.

**IV. Teaching Observations**

- List the semesters that you have been observed by members of the IFPC or other faculty. Summarize how the feedback you have obtained from these observations has informed your teaching practice.
- [Optional] Have at least one of your classes videotaped and watch the videotape. Write a reflection on the experience of watching the videotape using the guidelines provided on the accompanying page (below).

## **V. Summary of Teaching Evaluations from Students**

- TCE Instructor's Short (Comparison) Report, available online at <https://tce.oirps.arizona.edu/TCEfacultyReports/>. Please scan student comments from the forms and submit these.
- Blue departmental evaluation forms from all courses for which you have requested these. We strongly recommend that you use these forms in a variety of courses that you teach.
- You may include letters or other correspondence from students who have appreciated your teaching.
- You may include additional relevant comments about the evaluations if appropriate.

## **Guidelines for videotaping and comments**

List the date of the videotaped class session and a summary of the content and instructional goals of the videotaped session.

After viewing the video of yourself teaching, reflect and write your thoughts on the following:

- What went well in your teaching?
- Reflect on strengths of this particular class session.
- What did not go well in your teaching? What do you suppose are the reasons why something did not go well?
- What would you do differently next time you teach these topics?
- What did you learn about teaching from watching yourself teach?
- Any other comments you would like to make.