COMPOSING A TEACHING DOSSIER

MSU – Center for Teaching and Learning Innovation

PURPOSE

A teaching dossier is … "to teaching what lists of publications, grants and honors are to research and scholarship...It presents thoughtfully chosen information on teaching activities along with indisputable evidence of their effectiveness". (Peter Seldin, 2004)

- Highlights personal values and perspectives on teaching.

- Provides a context to personal philosophy of instruction.

- Provides evidence of experience and effectiveness.

- Highlights ongoing professional development and commitment to improvement.

- Displays contributions to scholarly work.

- Offers personal reflections.

Seldin, P. 2004. The Teaching Portfolio (Third Edition). Anker Publishing Company Inc., Bolton, MA.

COMMON ELEMENTS IN A TEACHING DOSSIER

Element / Section	University of Calgary	Queen's University	University of Toronto
Biographical Statement		X	
Teaching Philosophy	X	X	X
Methods & Materials	X	X	X
Professional Development & Learning	X	X	X
Description of Educational Service (Teaching Responsibilities)	X	X	X
Evidence of Student Success / Effectiveness	X	X	X
Peer Feedback	X		
Awards & Recognition	X	X	X
Summary & Goals	X		

BRIEF DESCRIPTION OF COMMON ELEMENTS

- **Biographical Statement**: A brief history of your teaching experience and how you began your teaching career.

- **Approach to Teaching / Teaching Philosophy**: *"A teaching philosophy statement is a systematic and critical rationale that focuses on the important components defining effective teaching and learning in a particular discipline and/or institutional context"* (Schönwetter et al, 2002)

- **Methods & Materials**: A description of the methods you employ for teaching and assessing students. Consider a description of the assessments and strategies you use.

- **Responsibilities & Roles**: Courses taught, designed/developed, non-credit workshops and sessions taught.

- **Student Success**: Evidence of student accomplishments can be provided in many ways, including student examination scores, and a record of pre- and post-tests results. With permission student work examples can be used as evidence.

- **Peer Feedback**: Notes, recognition, and letters of support.

Schonwetter, D.J., Sokal, L., Friesen, M., and K.L. Taylor (2002) Teaching philosophies reconsidered: a conceptual model for the development and evaluation of teaching philosophy statements. *The International Journal for Academic Development.* 7:83-97.

GETTING STARTED

- Outline the elements of your dossier (See MSU Teaching Dossier Template)

- Locate artifacts and evidence to highlight skills and experiences

- Create a place to display and maintain your dossier (D2L vs. Google)
  Note: Google Pages is the more 'user friendly' option.

COMPARISON OF TOOLS & FEATURES

Feature	D2L	Google
Cost (Free)	✓	✓
Portability (Take with you)	✗	✓
Privacy (Control)	✓	✗
Ease of Use (Build)	✗	✓
Analytics	✓	✓*
Design Elements	✗	✓

* With Google Analytics

EXAMPLES & RESOURCES

Here are some sample portfolios by MSU graduate students. You can refer to these as an example of what is possible technically:

Samples:
- https://grad.msu.edu/sample-portfolios

How to:
- https://youtu.be/0woNTtlcxgM

QUESTIONS & HELP

Center for Teaching and Learning Innovation

http://teachingcenter.msu.edu/meettheteam