Teaching Portfolio Checklist

Use this checklist to indicate which areas/items in particular you feel that you provide evidence of exemplary or excellent performance. Of course, not all of these will be relevant to each person and there may also be aspects that have not been included. In the latter case, please add these in under ‘Other: Please Specify” in the appropriate section.

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| --- | --- | --- | --- | --- |
| Area | Item |  | Included | Particular strength |
| **Teaching Philosophy** | Statement of teaching philosophy outlining underlying principles, standpoint and perspective with regards teaching & learning |  |  |  |
| **Teaching Experience & Responsibilities** |  |  |  |  |
|  | Table listing modules and courses currently taught (with approx. numbers of students) and modes/scenarios (eg online, Part-time, etc) and summary of previous experience. |  |  |  |
| List (and appropriate details) of students supervised at postgraduate level, currently and previous. |  |  |  |
| Brief description of particular context, constraints or circumstances. |  |  |  |
|  | Other: Please Specify |  |  |  |
| **Teaching skill and approach** |  |  |  |  |
|  | Subject matter confidence and competence |  |  |  |
| Clearly demonstrated enthusiasm and passion for subject/discipline |  |  |  |
| Positive and supportive atmosphere within the classroom/teaching environment |  |  |  |
| Clarity of exposition both in class and in materials |  |  |  |
| Provision of prompt and formative feedback to students |  |  |  |
| Use of range of appropriate methods that promote student engagment |  |  |  |
| Providing intellectual challenge and expectation of high standards |  |  |  |
| Actively seeking feedback and timely responsiveness to such |  |  |  |
| Examples of innovation and initiative in teaching |  |  |  |
| Coping (and succeeding) with specific contextual challenges |  |  |  |
| Linking with research and scholarship in the discipline (and using range of research-informed, research-led, research-oriented, research-based approaches). |  |  |  |
|  | Teaching Awards, with additional significant weighting to those who win national (or international) recognition. |  |  |  |
|  | Other: Please Specify |  |  |  |
| **Curriculum and Course Design & Development** |  | | | |
|  | Use of active learning methods which promote student engagement (and, where appropriate, cooperation and peer/team working) |  |  |  |
| Range of appropriately selected and designed assessment methods |  |  |  |
| Design and production of high-quality teaching and learning materials (including, where relevant, multimedia resources). |  |  |  |
| Embedding feedback in review and redesign process |  |  |  |
| Examples of innovation and new approaches |  |  |  |
| Setting appropriate high expectations and (achievable) intellectual challenge |  |  |  |
| Use of *formative* feedback to facilitate student improvement |  |  |  |
| Linking with research and scholarship in the discipline |  |  |  |
| Use of good practice and appropriate principles in the design of courses (learning outcomes, constructive alignment, Bologna compliance, programme utcomes, transferable skill development, etc) |  |  |  |
| Identifying and meeting needs and responding to opportunities for new courses or redevelopment of programmes |  |  |  |
| Currency of content, comparability with disciplinary norms. Excellence based on demonstration of being at forefront of the teaching of the discipline (nationally and internationally) |  |  |  |
| Identification and design of laboratory, field work, service and practical learning opportunities |  |  |  |
|  | Match with specific areas of the Learning, Teaching & Assessment Strategy |  |  |  |
|  | Other: Please Specify |  |  |  |
| **Student Support & Facilitation** |  | | | |
|  | Availability, accessibility and approachability to students (including responsiveness to queries) – online, where appropriate (distance and blended learning programmes) |  |  |  |
| Dealing with specific educational needs and student difficulties |  |  |  |
| Advisory, personal tutor or other similar support role |  |  |  |
| Commitment to student success |  |  |  |
| Good awareness of (and responsiveness to) range of student abilities, motivations and approaches to learning within programmes |  |  |  |
| Participation in recruitment, induction and related work |  |  |  |
| Mentoring and supervision of student project work at undergraduate and/or postgraduate level |  |  |  |
| Support of students on placement, service learning opportunities, year abroad, etc |  |  |  |
|  | Other related work to support and improve student retention and success |  |  |  |
|  | Other: Please Specify |  |  |  |
| **Innovation & Leadership** |  | | | |
|  | Identification of opportunities for development of relevant and appropriate new programmes or redesign of existing courses |  |  |  |
| Willingness to experiment and innovate with new teaching and assessment approaches, the use of technologies and flexible learning programmes |  |  |  |
| Programme and course management and leadership |  |  |  |
| Ability to seek resources, collaboration and participation of colleagues and external contributors |  |  |  |
| Active contribution to teaching committees, participation in strategy development and implementation |  |  |  |
| Role of responsibility as HoS, HoD, Vice-Dean or others |  |  |  |
| Collaborative and collegial approach to colleagues and peers |  |  |  |
|  | Successfully funding applications for teaching and learning development or innovation |  |  |  |
|  | Other: Please Specify |  |  |  |
| **Professional Development & Scholarship** |  | | | |
|  | * Attainment of Postgraduate Certificate in Teaching & Learning in HE * Attainment of PgDip in Academic Practice * Attainment of MA in Academic Practice |  |  |  |
| Participation in professional development programmes and events |  |  |  |
| Demonstration of the integration of approaches and perspectives from such ongoing development in professional practice |  |  |  |
| Undertaking research or scholarship in the teaching and learning of the discipline or higher education in general |  |  |  |
| Publications related to teaching and learning (including journal papers and textbooks) |  |  |  |
| Dissemination of ideas and experience, nationally and internationally |  |  |  |
| Mentoring and supporting colleagues and contributing to policy |  |  |  |
|  | Other: Please Specify |  |  |  |