TEACHING PORTFOLIO

All applications for academic positions at the Faculty of Social Sciences and Humanities must include a *teaching portfolio*. Below is a description of what is intended by this and what it may contain.

In general, a teaching portfolio may be used for many purposes all of which, as a rule, are related to documenting and developing a lecturer's pedagogical competences. For example, it may contain thoughts on pedagogical challenges the applicant has faced throughout their career, and thus it may serve as a tool for the development of teaching skills. It may also comprise a detailed collection of teaching material for the documentation of the lecturer's previous teaching assignments. In both cases, the portfolio may be quite comprehensive. The faculties do not intend for such a detailed *work portfolio* to be attached to the application, but rather a *presentation portfolio* on teaching which aims to give, in edited form, an accurate impression of the applicant's:

- experience and competence in teaching and education
- formal teaching qualifications and any teaching awards
- reflections on teaching issues in general, and specifically with regard to their future employment at Aalborg University.

The teaching portfolio serves a dual purpose: On the one hand, to provide applicants with an opportunity to consider and document their teaching experience and qualifications and, on the other hand, to provide a more solid basis on which assessment committees may assess applicants.

The teaching portfolio will form part of the assessment while taking into account the requirements for the different job categories; the applicant's portfolio will also be assessed in relation to seniority.

Examples of the content of a teaching portfolio:

1. **Teaching CV:**
   A list of teaching and supervision tasks, including specification of academic fields, scope, level (bachelor, master, continuing education, PhD). Please state the teaching method used (e.g. lecture, class teaching, exercises, supervision, examination, co-examination, distance teaching, internet-based teaching and evaluation of teaching). Please also indicate the language of instruction.

2. **Programme administration and management:**
   Experience in programme management and coordination. A list of study administration tasks, e.g. study board membership, chair of study board, semester or course coordinator, accreditation tasks, etc. Experience in planning teaching activities. Experience in programme development. Participating in committees and commissions etc. on education issues.

3. **Formal pedagogical training:**
   A list of completed courses in university pedagogy, PBL courses, workshops, academic development projects, collegial guidance and supervision, etc. Written assessment from the course in university pedagogy for assistant professors. Participation in conferences on pedagogy and didactics. Please enclose any documentation of the above, such as course certificates, references, etc.

4. **Pedagogical development and research:**
   Development of new courses, teaching materials, teaching methods, examination types or other types of pedagogical development. Didactic and pedagogical research. Conference contributions, contributions to debates, scientific articles on pedagogical issues etc. Peer supervision, mentoring experience or other types of competence development activities. Cooperation with external collaboration partners.

5. **Teaching skills:**
   References on your teaching skills from superiors or colleagues. Teaching evaluations and any teaching awards received.

6. **Personal reflections and initiatives:**
   Here you may state any personal deliberations as regards teaching and supervision, any wishes and plans for further pedagogical development, plans for following up on student feedback/evaluations, etc. Personal reflections on your own pedagogical practice, including objectives, methods and implementation. This should include an analysis and a reasoned description of your pedagogical activities in relation to your pedagogical understanding and student learning. Thoughts on the teaching method at Aalborg University (which is largely based on group-organised project work and problem-based learning).

You may enclose course plans, teaching evaluations, own teaching materials, examination question papers or examples of written supervision of students.

Total number of pages:
The recommended number of pages for all your documentation: 4-8 pages and a moderate number of enclosures (scanned to one file).

Language:
If the position advertisement is in English, the teaching portfolio must also be in English. However, enclosures may be submitted in Danish. When no language requirement is stated, all documentation and enclosures must be submitted in Danish.