

## **Instructions for Composing an Academic Portfolio**

Constructing an academic portfolio means gathering all merits, service tests and certificates in one base portfolio. This acts as an instrument in the personal professional follow-up process. Teaching plans, lecture notes, course evaluations, reports, certificates, articles, teaching materials, research merits etc. related to teaching and other vocational activities that are of relevance for the academic career are gathered in the portfolio. Below we give general instructions for what can be part of the base portfolio. The academic portfolio is a structured compilation of material from the base portfolio, material important for the particular purpose is chosen; in some cases it may be practical e.g. only to include data from the last five years. The recommendation is that the academic portfolio should be no longer than 7-10 pages plus appendices.

### **1. Basic Information**

#### **Personal and contact information**

- Name and year of birth plus data relevant when assessing merits (e.g. leave of absence, military duty)

#### **Education, continuing education and degrees**

- Degrees, dates and names of the educational institutions, main subject, theme of thesis
- Appointments to docent (external lecturer), university, year of appointment

#### **Previous work experience**

- Present employment including start and end dates, Finnish or Swedish titles if employed in Finland
- The most important previous employments including start and end dates, Finnish or Swedish titles if employed in Finland

#### **Language skills**

### **2. Research and Scientific Activities**

#### **Experience in research and other scientific activities**

- Short description of your research profile
- Short description of planned research activity (as enclosure)

#### **National and international research cooperation**

- Grants received, as main applicant or co-applicant (indicate main applicant and co-applicants)
- National and international cooperation projects of research
- The most important research- and teaching periods abroad

#### **Publications**

- Follow [instructions from The Academy of Finland](#)

#### **Expert Assessments**

- Expert assignments (both employment related and other assignments)

- Assessing Finnish and foreign applications and research financing
- Assessment of research work/doctoral thesis
- Acting as a referee for journals, specify which journals and number of assignments per year
- Evaluation of higher education

#### **Research assessments and awards**

- Honours and awards for research and scientific activity including a short description of the statement of reasons for them

#### **Scholarships and other research funding**

- Granted funding, received as main applicant or co-applicant (specify main and other applicants)

#### **Activities in the academic community**

- Active participation in networks, work and steering groups in relation to research
- Participation in scientific associations or academic societies
- Positions of trust within academic societies

#### **Other scientific merits**

- Active participation in national and international conferences the last five years. State the form of activity: plenary lecture, invited lecturer, presentation of paper, article or poster, chairmanship, session organization etc.
- Member of academies etc.
- Member of editorial/advisory boards of national and international journals
- Acting as an opponent
- Patents
- Scientific merits in industry and authorities
- Evaluation of higher education

### **3. Teaching and Supervision**

#### **Pedagogical training**

- Completed courses in university pedagogics
- Other university level pedagogic training
- Participation in further education (courses, workshops, seminars, pedagogical conferences)
- Other (e.g. national or international teacher exchange, work practice, study visits)

**Experience in teaching**

- Basic education
- Extent, time, level (basic, intermediate and advanced level)
- Experience of planning, implementing, examining and evaluating courses
- Experience of different forms of teaching (lectures, seminars, demonstrations, laboratory experiments, clinical teaching, field or group teaching, supervising graduation work, etc.
- Experience of different student groups (Finnish/international, homogeneous/heterogeneous, big/small
- Researcher education
- Experience of planning, implementing, examining and evaluating research education courses

**Experience in supervision**

- Basic education
- Supervising bachelors' and masters' theses
- Research education
- Supervising doctoral students (degree of responsibility and time to dissertation)

**Development of teaching material**

- Developing textbooks/teaching material, state which ones, form and extent (textbooks, compendiums, self-study material, video and audio productions etc. State if this material is available for other teachers to be used in their teaching.

**Use of educational technology**

- Use of IT in teaching: for what purposes, in what courses and which IT tools.

**Participation in the assessment and development of teaching**

- Participation in development projects relating to teaching
- Active course evaluation work
- Engagements in pedagogic working or steering groups or committees
- Participating in evaluations of higher education and in investigations

**Self-evaluation, course evaluations, awards and other quality evaluation**

- Evaluations of teaching by students or others. Course evaluations are to be compiled and analysed.
- Distinction or prize for teaching or supervising and a short explanatory statement of the reasons.
- Participation in feedback by colleagues/shadowing

**Experience of international cooperation in teaching**

- Participation in teaching related international cooperation with foreign universities, teacher exchange etc.

**Other teaching-related qualifications**

- Acting as a consultant, contacts to and cooperation with student organizations, participation in recruiting or alumni activities.
- Active participation in the educational debate.
- Presentations at conferences, seminars and further education on educational development themes

#### **4. Administration, Positions of Trust and Leadership**

##### **Leadership/Management training**

- Document completed leadership courses/education.

##### **Experience in leadership/management, administration and economy**

- Experience of leading a unit. Please state the time and size of the research group, department, institute etc., here referred to as unit.
- Acting chairman of academic committees, for inspections, national and international organisations.
- Organizing congresses (number and type).

##### **Positions of trust, commission in committees or working groups etc.**

- Member of boards/committees within the university (can also be in other public authorities, organizations and the industry).
- Member of state research councils or their committees.
- Member of other fund granting boards or committees.
- Member of international research councils, programs, working or advisory groups.
- Member of academic societies.

##### **Other merits and duties regarding administration and leadership/management**

#### **5. Social Activities**

##### **Experience of the university's societal task**

- Expert assignments, lecture activity, research information adult education, research and cooperation with external parties
- Research and teaching related visibility in the media

##### **Public positions of trust**

- Positions of trust in associations, on boards, in committees

##### **Other merits and duties**