



Guidelines for Preparing your Teaching Portfolio

Your teaching portfolio and your CV according to the TENK model ([follow link to TENK](#)) are used when you apply for new positions and in your career progress at Åbo Akademi University. You shall describe and give proof of the assessment and continuous development of your teaching skills in the portfolio.

If you do not have the experience or qualification requested, please just omit that section from your portfolio. The teaching portfolio should be maximum 12 pages, of which six pages can be descriptive text and maximum three annexes. You are recommended to continuously document your teaching experience and then choose relevant documentation for the specific position you are applying for.

1. Approach to teaching and learning

Describe

- a. your values, attitudes and beliefs of teaching and learning
- b. how you plan and implement your teaching. Give concrete examples on how your approach to teaching and learning, is reflected in your teaching practice.
- c. how you include generic competences, like entrepreneurial and digitalisation competences, in your teaching
- d. how you take into account accessibility, equality and sustainability in your teaching
- e. your experience with digitalization of education and your experience with virtual or distance education

2. Pedagogical studies

List your most important

- a. courses, within higher education pedagogy/other pedagogical studies, which you have completed
- b. pedagogical competence development courses (also including workshops, seminars and pedagogical conferences), that you have organized or where you have participated

3. Teaching and supervision experiences

- a. List a selection of courses, where you have been sole responsible or partly responsible for the course (please see template I below).
- b. List a selection of supervisions, where you have been main supervisor or co-supervisor (please see template II below).
- c. Describe some of the challenges that you have faced in your teaching and supervision and how you have dealt with them.

Template I: Examples of your teaching experience

Year	Course name	University and level	Number of students	Your role, main or partly responsible, guest lecturer or TA.	Other issues, virtual course etc.

Template II: Examples of your experience of supervision

Year of completion	University	Title of thesis	Your role: main supervisor or co-supervisor	Level (Bachelor, Master or Doctoral)

4. Student, peer and self-assessment

- a. Please, in the annexes include student and peer assessments of your teaching and learning. Course evaluations should be compiled and analysed.
- b. Include recognitions of excellence in teaching that you have been rewarded.

5. Pedagogical and administrative development

Describe

- a. your curriculum development experience
- b. development projects regarding teaching and learning where you have participated (nationally and internationally)
- c. your participation in working groups and boards concerning education
- d. teaching material that you have produced, alone or together with others (video, compendium, books etc.)
- e. your participation in evaluation of higher education
- f. how you support your colleagues in their teaching
- g. other teaching or learning merits

6. Appendices

Please attach maximum three annexes that show proof of your pedagogical experience. One of the annexes can be the compiled course evaluations (see 4 a). Argue why you chooses theses annexes.

Appendix 1:

Appendix 2:

Appendix 3: