

Professional Teaching Portfolio Suggestion List

The following list suggests the types of materials that can be included in a teaching portfolio. Be sure to organize your portfolio in a logical and consistent manner. Keep in mind that you are building a comprehensive picture of yourself and your accomplishments through these materials. They should work together as a cohesive unit, each adding an essential element to the whole.

Vital statistics such as:

- Name and contact information
- Current position
- Subject area specialties
- Professional goals, both short range and long range

Philosophy of Teaching Statement

Resume of Professional Experience, to include the following:

- Grades and schools at which you've taught
- List and description of courses taught
- Administrative positions held
- Leadership positions held
- Curriculum used

List of Professional Development Activities

Include a list of activities that have developed your expertise. Be sure to include:

- Workshops attended/given
- Post-degree college courses taken
- Conferences attended
- Conference presentations
- Grant-funded projects in which you have been involved
- Memberships in professional teaching organizations
- Any other efforts you have made to develop your teaching skills

Evidence/Artifacts

The prime material in your portfolio is the evidence that you present to support your resume. Package and present these materials in a neat and organized manner.

When helpful, provide a written narrative to describe the material, what it was used for and how it demonstrates your capabilities. The evidence should include, but is not limited to:

- Sample syllabi
- Sample lesson plans
- Sample student work
- Sample remediation plans
- Course materials developed
- Videotapes of classroom teaching (be sure to get appropriate permissions, if any students are included)
- Samples of student work (be sure to get appropriate permissions for this use)
- Student evaluations
- Performance reviews
- Awards and other recognition