

**We at PIE have a number of clarifications for those of you who are currently preparing your OTAA teaching portfolios:**

1. You should ask ONLY ONE recommender to send a letter to [pie-info@fsu.edu](mailto:pie-info@fsu.edu).
2. Your full portfolio should be between 20 and 45 pages.
3. When reflecting on your teaching, don't focus on "mistakes" or "what has gone wrong" in the course of your teaching. Rather, you should seek to demonstrate that you have in place a systematic way of determining what is working well and what could be better. You are showing that you as a teacher are on a trajectory of growth and continual improvement as a teacher.
4. If you choose to include any kind of graded student work in your portfolio, please be sure to black out the name. If you decide you'd like to include the name, you will need to get that student's permission to do so.
5. You may include emails, notes, etc. from students without first getting their permission, but ONLY if no private information is included in the email (the student's name, grade in your course, the student's g.p.a. at FSU, social security number, etc.).
6. The peer and faculty reviewers will score you according to the following rubric:
  - Student Learning (30 pts.)
  - Reflective Teaching (10 pts.)
  - Professional Development and Leadership (5 pts.)
  - Unique Contributions (5 pts.)

If you have any further questions as you prepare your portfolios, please do not hesitate to contact us at [pie-info@fsu.edu](mailto:pie-info@fsu.edu).