



# How to Create a Teaching Portfolio

**Dr. Lisa Liseno**  
**Assistant Dean of the graduate School**  
**Director, The Program for Instructional Excellence**  
**Chair, OTAA Committee**  
**The Florida State University**



# Session Objectives

As a result of this workshop, you will be able to...

1. describe what a teaching portfolio is, and what purpose it plays
2. identify items to include in a teaching portfolio that will help evaluators determine your teaching effectiveness
3. write an effective & descriptive Teaching Philosophy
4. assemble a teaching portfolio that successfully illustrates who you are as a TA/instructor, and who you want to become!



# WHAT IS A TEACHING PORTFOLIO?





# Your Teaching Philosophy is the theme

- How you think learning occurs
- What goals you have for students & why
- Methods used to achieve goals – what teaching styles, strategies, techniques do you use & why
- How your teaching results in student learning
- Use specific examples to illustrate your points
- Shows who YOU are as a teacher/TA!



# Portfolio Evaluation Rubric (for OTTA)

Nominee's Name (Last, First): \_\_\_\_\_ Reviewers' Last Name: \_\_\_\_\_

Suggested Review Criteria	Points	Comments
<b>1. CONTRIBUTIONS TO STUDENT LEARNING (30):</b> communicates the significance of student learning; provides evidence of teaching methods that contribute to lifelong learning in the discipline; provides evidence of active, engaged student learning methods; incorporates meaningful assessment that measure student learning; teaching philosophy is linked to teaching practice		
<b>2. REFLECTIVE TEACHING PRACTICES (10):</b> provides evidence of how feedback (self, student, peer, faculty) is used for improving teaching practice; demonstrates improvement over time; evidence of intended changes and actions		
<b>3. PROFESSIONAL GROWTH AND LEADERSHIP (5):</b> provides evidence of activity in professional organization/s; stays well-informed on the literature on teaching and learning in their discipline; attends conferences and workshops, seminars and/or self-directed learning on enhancing teaching		
<b>4. UNIQUE CONTRIBUTIONS (5):</b> involved in teaching-related activities; serves on committees that support teaching; active in the community; demonstrates scholarship in teaching with publications, presentations, grants; evidence of innovative teaching methods developed or applied; does more than required (goes the extra mile); stands out among peers		
<b>Total Points</b>		



## Activity:

1. Spend a few minutes reading through the 2 sample teaching philosophy statements on the handout at your table
2. Fill out #1 & #2 on the “portfolio evaluation rubric” for each teaching philosophy statement
3. In pairs or groups of 3, do all of the following:
  - introduce yourselves
  - Discuss & compare your scores—
    - what you think worked well (and why)
    - discuss what could be improved (and why/how)



# What Should I include in my Teaching Portfolio?

\*For those of you applying for the OTAA, be sure to follow the application guidelines/requirements online at [pie.fsu.edu](http://pie.fsu.edu)

- Cover Page
- Table of Contents
- CV
- Teaching Philosophy
- Choose 2 courses you have been a TA (or instructor) for
  - Include a statement for each course regarding:
    - Teaching responsibilities (200-500 words)
    - Approach to teaching & learning (200-500 words)
    - Innovative teaching practices (200-500 words)
    - Outcomes (200-500 words)
    - Reflective statement/plan for growth (200-500 words)



# SEVEN PRINCIPLES FOR GOOD PRACTICE IN UNDERGRADUATE EDUCATION

- encourages contact between students and faculty
- develops reciprocity and cooperation among students
- encourages active learning
- gives prompt feedback
- emphasizes time on task
- communicates high expectations
- respects diverse talents and ways of learning

[Applying the 7 principals](#)



## Activity:

1. Spend a few minutes reading through the 2 sample course narratives on the handouts at your table
2. Fill out #1 & #2 on the “portfolio evaluation rubric” for each course narrative
3. In pairs or groups of 3, do all of the following:
  - introduce yourselves
  - Discuss & compare your scores—
    - what you think worked well (and why)
    - discuss what could be improved (and why/how)



# Questions?



**GOOD LUCK! 😊**

**Questions?**

**Contact PIE:**

**[pie-info@fsu.edu](mailto:pie-info@fsu.edu)**

**And/Or: Lisa Liseno:**

**[lliseno@admin.fsu.edu](mailto:lliseno@admin.fsu.edu)**