Teaching Portfolio

\_\_\_[Name]\_\_\_

\_\_\_[Date]\_\_\_

McMaster University

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# Part A – Executive Summary

## Description of Teaching Responsibilities

*SPS B2 requirement: “Description of responsibilities and mechanism of evaluation drawn from the appointment letter, or updates thereto (maximum one page).”*

## Teaching Philosophy Statement

*SPS B2 requirement: “Description of teaching approach/philosophy (about one page).”*

## Description of Teaching Practice

*SPS B2 requirement: “Description of teaching practice, including examples of how the approach/philosophy has been realized, or how teaching has been adapted to unusual conditions (one to two pages).”*

## Description of Contributions to Teaching

*SPS B2 requirement: “Description of contributions to teaching, for example, course design, publications and research on teaching and learning, presentations on teaching and learning, professional development, educational leadership, reports on issues pertaining to teaching and learning (about one page).”*

## Evidence of Teaching Effectiveness

*SPS B2 requirement: “Complete details of responses to the summative question in the student feedback on all courses taught over the past five years. The information should be set in the context of all the teaching done in the department. It is the responsibility of the Department Chair to provide all instructors with contextual data for all the courses given in each term.”*   
*Note that SPS B2 also states “Student comments are not to be included in the Executive Summary – Part A, or in the Departmental Evaluation Report. Anonymous statements from students are unreliable and typically unverifiable, and a summative evaluation (such as is conducted when candidates are considered for tenure and promotion or permanence) should not be based, in whole or in part, on such comments.”*

# Part B – Supporting Documentation

## Appendix A: \_\_\_\_\_\_\_

*SPS B2 requirement: “is optional and may contain additional material compiled by the faculty member in support of Part A.”*

*This template includes three appendices; however, you may include as many or as few appendices as you deem necessary.*

## Appendix B: \_\_\_\_\_\_\_

## Appendix C: \_\_\_\_\_\_\_