



AALBORG UNIVERSITET

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## Teaching portfolio

For applications for assistant professor, associate professor and professor at TECH, ENGINEERING and HEALTH at Aalborg University, applicants are required to attach a *teaching portfolio*. Below is a description of what is intended by this and what it may contain.

In general, a teaching portfolio may be used for many purposes all of which, as a rule, are related to documenting and developing a lecturer's pedagogical competences. For example, it may contain thoughts on pedagogical challenges the applicant has faced throughout their career, and thus it may serve as a tool for the development of teaching skills. It may also comprise a detailed collection of teaching material for the documentation of the lecturer's previous teaching assignments. In both cases, the portfolio may be quite comprehensive. The faculties do not intend for such a detailed *work portfolio* to be attached to the application, but rather a *presentation portfolio* on teaching that aims to give the reader, in edited form, an accurate impression of:

- 1) The applicant's experience and competence in education and teaching
- 2) The applicant's formal teaching qualifications and any awards
- 3) The applicant's reflections on teaching issues in general, and specifically with regard to employment at Aalborg University

The teaching portfolio is expected to be 2-4 pages plus a moderate number of enclosures.

The teaching portfolio will figure into the assessment taking into account the requirements for the different job categories; the applicant's portfolio will also be evaluated in relation to seniority.

Examples of what the three main points may include are provided. However, many other things can be mentioned.

### 1) Teaching experience and competence

- Teaching assignments completed, including group supervision, etc.
- Description of teaching and assessment methods used, including any experience in laboratory instruction, fieldwork, etc.
- List and examples of teaching materials prepared
- Rationale for pedagogical and didactic choices made regarding the first three items, and evaluation of the results
- Examples of student evaluations of teaching and any follow-up on these
- Statements from study boards, etc.
- Participation in conferences and seminars on education, teaching, pedagogy and didactics
- Experience in management and coordination of degree programmes

## 2) Formal qualifications

- Actual education (professional master's degree, university pedagogy for assistant professors, etc.)
- Pedagogical courses completed, with accompanying statements, etc.
- Awards for teaching or teaching materials

## 3) Reflections on teaching

- Articles and other contributions on education, teaching, pedagogy and didactics
- Reflections on teaching at the university level, including research based teaching, evaluation and assessment of teaching, choice of teaching methods, etc., preferably with reference to the applicant's own previous practice
- Thoughts on the teaching method at Aalborg University (which is largely based on group-organised project work and problem-based learning)
- Description of the development of the applicant's own pedagogical practice
- Plans for the continued development of the applicant's own pedagogical competences and suggestions for new methods of teaching

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<sup>i</sup> The December 2016 review must be seen in the light of the fact that the Faculty of Engineering and Science was divided into two faculties as of 1 January 2017. The review produced a comprehensive guide for HEALTH, TECH and ENGINEERING. Editorial changes were made in February 2022. Major amendments to this document must be approved by the deans.