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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1 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.