Teaching Statements and Portfolios for Job Seekers

What is a statement of teaching philosophy (or teaching statement)?

- For graduate students, typically a two-page description of your philosophical and practical approach to teaching: what do I do and why do I do it that way?
- A scholarly argument drawing upon specific sources of teaching evidence (see figure) to demonstrate your success as a teacher.
- A document that encourages your own self-reflection, that highlights for others your best teaching qualities, and that demonstrates your preparedness for the demands of a faculty career.

Sources of evidence for a teaching statement and portfolio

Self
- Statement of Teaching Philosophy
- Syllabus
- Activities & assignments
- Video
- Teaching enhancement activities

Others
- Classroom observation
- Evaluation of course materials
- Honors and awards

Students
- Student work
- Successive student drafts
- Scores on pre/post exams
- Student evaluations

What questions are addressed in a teaching statement?

Your learning goals for your students:
- What most interests you about your discipline?
- What do you hope students will appreciate about your discipline?
- What knowledge, skills, and attitudes are important for student success in your discipline?
- How are these disciplinary knowledge, skills, and attitudes related to students’ academic, personal, and professional success?

Your teaching methods:
- What do you see as the relationship between the student and the teacher?
- What do you see are the respective responsibilities of the student and the teacher?
- How are these relationships and responsibilities reflected in your teaching methods?
- How do these methods contribute to your learning goals for students?
- Why are these teaching methods appropriate for use in your discipline?
- What pedagogical resources (disciplinary and general) support your teaching methods?
- How are your teaching methods attentive to diverse student expectations and needs?
- How do your personal characteristics and values affect your choice and implementation of your teaching methods?

Your methods for assessing student learning:
- What learning assessment tools do you use (e.g., tests, papers, portfolios, journals) and why?
- How do you know your learning goals are being achieved using your teaching methods?
- What do these learning assessments and their outcomes say about your teaching?

Your assessment of your own teaching:
- How do you know that your teaching is effective and that your students are learning? What forms of data do you use to determine your effectiveness as a teacher?
- What do your teaching assessments (e.g., student evaluations, peer evaluations, teaching awards, informal commentary from students) say about your teaching?
- What are your strengths as a teacher? How can you document these strengths?
- How will you improve students’ achievement of these learning goals?
- What aspects of your teaching are you working on now?
## Teaching Statements and Portfolios for Job Seekers

### What materials could you include in a teaching portfolio (or dossier)?

<table>
<thead>
<tr>
<th>Statement of teaching philosophy (~2 pages)</th>
<th>Summary student evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course descriptions or teaching history (1-2 pages)</td>
<td>• Summarize evaluation data from most or all courses taught</td>
</tr>
<tr>
<td>• Level of course</td>
<td>• Numerical/quantitative</td>
</tr>
<tr>
<td>• Course enrollment</td>
<td>o Present data in a graph or a table</td>
</tr>
<tr>
<td>• Major topics/concepts</td>
<td>• Major responsibilities</td>
</tr>
<tr>
<td>• Major responsibilities</td>
<td>o Select 5 rated items at most for each course</td>
</tr>
</tbody>
</table>

**Course materials**

- Syllabi
  - Show syllabi from 2-3 different courses
  - Present syllabi for courses for which you had the most responsibility
  - Include at least one syllabus proposal
- Activities/assignments/exams
  - 1-2 activities/assignments per course
- Sample student work
  - 1-2 samples of student work per course
  - Consider including successive graded drafts
  - Ask the student for permission and remove his/her name from the work

### Complete student evaluations

- Select evaluation data from a 2-3 different courses
- Numerical/quantitative data
  - Include copy of evaluation services printout from those selected courses
- Comments/qualitative
  - Type all comments from those selected courses; do not “filter” these comments
  - Indicate “complete comments” at top of page

### Summary student evaluations

- Numerical/quantitative
  - Present data in a graph or a table
    - Select 5 rated items at most for each course
  - Consider what data to present: mean score (0-4), percent selecting agree and strongly agree, percentile
- Comments/qualitative
  - Select comments that reflect achievement of learning goals
  - Group comments into ~5 categories
  - Present 3-5 quotations per category
  - Include course number and semester in brackets after quote

### Observations from supervisor

- Observations from peers, instructional consultants, and/or other faculty members

### What organizational elements are helpful in a teaching portfolio?

- Table of contents
- Section dividers or tabs (sections organized by course or by document type)
- Content introductions for each section
  - What are you showing in this section?
  - Why are you showing these elements of your teaching?
  - What is important to notice about those elements of your teaching?
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Resources

CVs and cover letters
- Get individualized help with writing CVs and cover letters from Writing Tutorial services in Ballantine Hall 206.
- “Writing effective CVs and cover letters”. Career Center at University of California, Riverside. http://www.careers.ucr.edu/Students/Graduates/CV/

Teaching Philosophy statements
- Get individualized help with writing a teaching statement from Writing Tutorial Services in Ballantine Hall 206 or from Campus Instructional Consulting (email teaching@indiana.edu for an appointment).

Teaching Portfolios
- Get individualized help with preparing a teaching portfolio from Campus Instructional Consulting (email teaching@indiana.edu for an appointment).