

Instructions For Assembling a Teaching Portfolio

Your teaching portfolio might include the following:

1. Course syllabi and handouts.
2. Copies of course evaluation reports, as well as the overall mean for each evaluation question.
3. Up to 3 pages of a selection of representative student comments from the open-ended course evaluations. Everyone knows that students always have mixed opinions about instructors, so be honest without killing yourself.
4. Copies of actual letters from students you have taught. Never use letters without also using #2 and #3 above.
5. A letter of reference from a faculty member who is knowledgeable about your teaching can be included among your letters of recommendation.

Note that you are responsible for the preparation, duplication and mailing of these materials. I would be happy to consult with you about the preparation of these materials.

Instructions for Statements of Teaching Interests and Research Interests

While these statements are quite “free-form,” consider including the following:

1. The philosophy that drives your teaching and/or research.
 2. Specific descriptions of courses you have taught or wish to teach and/or research projects that you wish to pursue.
 3. Training that you have received to aid you in your teaching and/or research.
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Sample Text for Letter of Application

Dear Professor X:

I am applying for your [position name]. My teaching and research interests are in the areas of [relevant fields].

My primary teaching and research interests lie in the area of [describe this]. My dissertation on [topic] reflects these interests. It attempts to explain [give 2 or 3 lines of description regarding your thesis].

My interest in the area of [second field] is extensive as well. [Provide some description.]

My teaching experience includes [list of relevant courses].

I am enclosing [list enclosures] for your review. Our Placement Office will send my curriculum vitae [if applicable], course record [and/or transcript] and letters of reference. These documents provide a more detailed explanation of my interests and academic training.

If you require any further information, please call me at [phone number] or e-mail me at [e-mail address].

I look forward to hearing from you.