Teaching portfolio for applications to the Faculty of Humanities at Aalborg University

With applications for Assistant Professor, Associate Professor and Professor at the Faculty of Humanities at Aalborg University it is required that the applicant includes a teaching portfolio. Below is a description of what is intended by this and what it can contain.

In general, a teaching portfolio can have many purposes, all of which as a rule are related to documenting and developing a teacher’s pedagogical competences. As examples, it can contain thoughts on pedagogical challenges throughout a career and thus it can function as a tool for a teacher’s development, and it can be a detailed collection of teaching material for documentation of the teacher’s previous teaching assignments. In both cases, the portfolio can be quite extensive.

The Faculty do not intend for such a detailed work portfolio to be attached to the application, but rather a “presentation portfolio” concerning teaching that aims to give the reader, in edited form, an accurate impression of:

1) The applicant’s experience and competence within teaching and education
2) The applicant’s formal teaching qualifications and any teaching awards
3) The applicant’s reflections about teaching issues in general, and especially with a view toward employment at Aalborg University

The teaching portfolio is expected to be 4-8 pages plus a moderate number of enclosures.

The teaching portfolio will figure into the assessment taking into account the requirements for the various position categories, just as the applicant’s portfolio will be evaluated taking into account seniority.

Examples of what the three main points can cover are given here, but the points may contain much more.

1) Teaching experience and competence
   - Completed teaching assignments including supervision of projects and the like
   - Description of forms of teaching and forms of assessment applied including any experiences in laboratory instruction, fieldwork etc.
   - List of and examples of prepared teaching material
   - Reasons for pedagogical and didactic choices made in connection with the three first items and evaluation of the results
   - Examples of student evaluations of teaching and any follow-up
   - Statements from study boards etc.
   - Participation in conferences and seminars on education, teaching, pedagogy and didactics
   - Experience with teaching administration and coordination

2) Formal qualifications
   - Formal degrees (Master’s degree or the like) with pedagogical content
• Completed pedagogical courses with accompanying statements and the like
• Awards for teaching or teaching material

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