



Elements of a Teaching Dossier: The Basics

All dossiers should include:

Biographical Overview (1/2 page)

The purpose of the Biography is to help the reader place the dossier's information in a broader academic context. It should include:

- Your current overall responsibilities
- Mention of the type of courses you currently teach
- Courses you would like the opportunity to teach/develop

Approach to Teaching/Teaching Philosophy Statement (1 – 2 pages)

This is simply a description of your general approach to teaching and the rationale behind it. It should include statements about:

- what your teaching 'looks' like; why you do it that way; how well it works
- the values that inform your teaching and how those values manifest themselves in the classroom
- teaching and assessment methods used and purposes for them
- your own perceptions of your teaching strengths, limitations, and plans for ongoing professional development

Teaching Responsibilities/Activities

In the form of a list, this section provides information about instructional settings, level, number of students and student demographics. Subheadings might include:

- Course Development/Teaching Innovations
- Guest lectures
- Graduate Student Supervision/Mentorship
- Administrative/Committee Work (curriculum committees etc.)

- Educational Leadership (workshops on teaching, learning or assessment that you've done for your colleagues or teaching materials you've shared with others)

Evidence of Teaching Effectiveness

This section is an opportunity for you to comment on the degree of your teaching effectiveness, based on the evidence you provide and refer to. Subheadings might include:

- Products of Teaching/Evidence of student learning (students of yours who have gone on to graduate work, won academic awards, contributed to research etc)
- Information/feedback from students
 - Provide a summary of USAT results or emerging themes
 - If possible, highlight scores and student comments that represent items mentioned in your philosophy statement
 - Comment on how your teaching has changed as the result of feedback you've gotten
- Information/feedback from colleagues
- Information from Other Sources (alumni, parents, employers)
- Teaching Awards

Optional/Additional Headings

Professional Development

Outlines the steps you have taken to evaluate and/or improve your teaching

- List any workshops, sessions, or certification that is specific to the development of teaching
 - Identify at least one key learning/skill development that resulted from the activity

Teaching Scholarship

List any presentations, research or publications on teaching within your discipline

Generally, dossiers are 6-12 pages long, not including appendices. Appendices include such things as:

- Sample course syllabi or course materials that you've developed
- Letters of thanks or anecdotal feedback from students
- Samples of student work
- Publication sample
- USAT summary pages
- DVD sample lecture