

<p style="text-align: center;">Center for the Advancement of Teaching and Faculty Development Teaching Portfolio Working Group Application for 2020-2021</p>

The Center for the Advancement of Teaching and Faculty Development is pleased to announce that we are trying something a little different this year. Instead of our traditional Course Portfolio Working Group (which has been in place since 1994), we are broadening our scope and implementing a *Teaching Portfolio Working Group* (TPWG).

Why a Teaching Portfolio Working Group?

- Portfolios provide documented evidence of teaching from a variety of sources—not just student ratings—and provide context for that evidence.
 - The process of selecting and organizing material for a portfolio can help one reflect on and improve one's teaching.
 - Portfolios are a step toward a more public, professional view of teaching as a scholarly activity.
 - Portfolios can offer a look at development over time, helping one see teaching as an ongoing process of inquiry, experimentation, and reflection.
 - Teaching portfolios capture evidence of one's entire teaching career, in contrast to course portfolios that capture evidence related to a single course.
- (from <https://cft.vanderbilt.edu/guides-sub-pages/teaching-portfolios/>)

What's the process?

The TPWG is a two-semester project recommended for faculty at all stages of their careers. The group will meet five times in the fall semester and four times in the spring semester. Following the guidelines of Seldin et al.'s (2010) [*The Teaching Portfolio*](#), meetings will focus on:

- Structuring the portfolio
- Summarizing teaching responsibilities
- Articulating one's approach to teaching
- Documenting teaching strategies and methods
- Demonstrating student learning
- Activities to improve instruction
- Peer observations of teaching
- Continuous improvement plans

The outcome of this work is a foundational collection of teaching materials upon which faculty members can build as he or she goes forward, innovating and experimenting with teaching. In addition, the group will use the e-portfolio feature in Brightspace to build our portfolios.

Are there incentives?

In addition to having a document demonstrating teaching effectiveness, each participant will receive \$500 upon the successful submission of his or her teaching portfolio.

Who is eligible?

Any full-time teaching faculty member within the university may submit proposals.

How do I apply?

If you are interested in this opportunity please submit your application electronically to Dr. KiTani Lemieux (kparker1@xula.edu) by **4:00 pm, Wednesday, September 9**. Up to ten (10) participants will be accepted.

Proposal Requirements and Format

1) **Cover Page** (see below)

2) **Narrative:** The narrative should not exceed one single-spaced page and should address the following points:

a) *Biographical statement.* Please include a brief biographical statement including your disciplinary background, how long you have been teaching at Xavier, and typical courses you teach.

b) *Statement of interest.* In a brief paragraph, explain why you are interested in participating in the TPWG.

c) *Statement of Commitment* – Please submit a statement of commitment to fully participate in the activities of the TPWG.

**Center for the Advancement of Teaching and Faculty Development
Teaching Portfolio Working Group
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Name: _____

Department: _____

Your Signature: _____

Department Head's Signature: _____