University of Jyväskylä

**TEACHING PORTFOLIO**

A teaching portfolio is a document supplementing the online application and CV. In the portfolio, you present your teaching and pedagogical ideology, as well as development as a teacher, **from the perspective of the position for which you are applying**. In practice, the portfolio is **a document of two to three pages**, structured according to the guidelines below. If needed, you can supplement the text with a maximum of three samples, specifying the reasons for choosing them. The maximum size of the teaching portfolio is 100 Mb.

Relevant merits Documentation in the portfolio

|  |  |  |
| --- | --- | --- |
| Pedagogical thinking and training | * your own teaching philosophy
* pedagogical studies
 | * a description of your own teaching philosophy
 |
| Teaching and supervision experience | * practical experience in teaching
* teaching positions
* practical experience in supervision
 | * an account of teaching and supervision experience to complement the application
* a description of how you have utilised the feedback received on teaching
 |
| Contribution to teaching  | * development of teaching
* participation in the planning and evaluation of teaching
* development projects related to your own teaching; research on teaching
* experience of teaching- related administrative tasks
 | * a description of pedagogical development work
 |
| Teaching competence | * trial lectures
 | * the date of the latest trial lecture (mm/yyyy)
* the place of the lecture
* the purpose of the lecture
* the grade
 |
| Production of learning materials  | * designing and preparing significant materials
 | * characterisation of your own learning material production
 |
| Other merits in teaching  | * recognitions and awards
* national and international teaching-related networks
 | * significant awards
* a description of the networks that are most significant for this position
 |