Teaching Dossier

*Example Template*

*This template can provide a starting point for developing your teaching dossier. Feel free to add, delete, adapt, and/or re-organize these categories to suit your teaching context and experience, as some categories will not be relevant to your particular practice. This is one example of a dossier and is not meant to be prescriptive.*

Name, Credentials  
Department/Unit, Faculty  
Queen’s University  
Email address

Date

*Optional: include Purpose of Dossier, eg. Tenure application etc.*

*Optional: include logo, image, and format as you like, add page breaks, tables, figures, etc.*

*Delete all text in italics – for guidance only*

*The Table of Contents is auto generated, using levels Heading 1, Heading 2, Heading 3.*

* *To create a heading, highlight and click on Heading 1 or Heading 2 or Heading 3*
* *To update table of Contents, move your cursor over the table until it turns grey, Right click, Select update field, Select update entire table*

*Modify Table of Contents if required. Font, formatting, etc.  
You can also add Table of Tables, and Tables of Figures, and change or update header or footer*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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# Biographical Overview

***One paragraph to ½ page***

*The purpose of the Biography is to help the reader learn about you, your level of experience, and your areas of expertise. It should include:*

* *Brief history on how you have come to your current position/situation*
* *Describe your area of scholarship/expertise*
* *Describe in general terms the type of courses or areas you currently teach*
* *Introduce courses or types of courses you would like the opportunity to teach/develop*

# Approach to Teaching/Teaching Philosophy Statement

***One to two pages***

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

* *How do you believe that students in your discipline learn best?*
* *How do you help students learn? What role do you play?*
* *What does your teaching look like? Why do you do it that way?*
* *What values inform your teaching and how do these values manifest themselves in the classroom?*
* *Provide examples of teaching or assessment methods and how they support your approach*
* *Your own perceptions of your teaching strengths, limitations, and plans for ongoing professional development*

# Teaching Responsibilities/Activity

*This section provides information about all your teaching activities. It can be hierarchical and provide detailed information including description of the activity, level of student, number of students and approach to the course/activity. Subheadings or sections might include:*

* *Course Instruction*
* *Guest Lectures*
* *Teaching Assistant*
* *Graduate Student Supervision/Mentorship*
* *Clinical Teaching*
* *Non-University Teaching Experience: Professional Development Programs*
* *Community Teaching*
* *Other teaching related experience*

# Evidence of Teaching Effectiveness

*This section is an opportunity for you to provide detailed information in various forms supporting and demonstrating how you have achieved your teaching philosophy and that you have been an effective teacher. Evidence can include:*

* *Formal Teaching Evaluations (QSSET, USAT)*
  + *Provide details of what the tool is and summarize/collate the data you have in a readable easy to understand chart format. Be selective on what data you choose to present such that it is not overwhelming to the reader.*
  + *You can comment on what you have learned from the feedback and what have done to improve your teaching.*
* *Representative Comments from Students*
* *Representative Comments from Colleague/Peers*
* *Informal Teaching Evaluations*
  + *Describe how and when you collected this feedback*
* *Representative Student Work*
* *Teaching Awards/Acknowledgements*

Example of table to collate data:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QSSET Instructor feedback scores; scores represent the percentage of students who rated the instructor 6 or 7 on a 7-point scale.** | | | | | |
| **Term** | **Term Year** | **e.g**  **Winter 23** |  |  |  |
| **Course** | **Example 1** | **Example 2** | **Example 3** | **Example 4** | **Example 5** |
| **Enrollment** |  |  |  |  |  |
| **QSSET sample size** | **N=** | **N=** | **N=** | **N=** | **N=** |
| **Instructor Encouraged Engagement (%)** |  |  |  |  |  |
| **Instructor Presented Material Effectively (%)** |  |  |  |  |  |
| **Instructor Made Themselves Available (%)** |  |  |  |  |  |

# Teaching Innovation/Curriculum Design

*Describe courses that you have developed and teaching innovations/resources you have introduced. Provide rationale for these innovations and evidence of effectiveness if able. Be explicit here in all that you have done. Provide example in appendix if required.*

# Teaching Scholarship/Leadership

*Describe all the ways you have contributed or supported others*

* *Administrative/Committee Work (curriculum committees etc.)*
* *Workshops, panels or presentations on teaching, learning or assessment you have given*
* *Publications and research related to teaching and learning*
* *Resources you have created for teaching and learning development*

# Professional Development

*List the opportunities you have taken to learn about and improve your teaching*

* *List any conference, workshops, sessions, courses or certifications that have attended that are specific to the development of teaching.*
* *Describe consultations/meetings/correspondence you have had to discuss or develop your teaching.*

# Appendices

*Generally, dossiers are 6-12 pages long, not including appendices. Appendices can include:*

* *Sample course syllabi*
* *Sample teaching/session plan*
* *Course materials or teaching innovations*
* *Letters that you have taken quotes from*
* *Samples of student work*
* *Publication sample*