



Melbourne Centre for the Study of Higher Education

Preparing a Teaching Portfolio for The Melbourne Peer Review of Teaching Program

What is a teaching portfolio?

A teaching portfolio is a selection of materials that demonstrates aspects of your teaching practice and experience. It allows you to 'showcase' your approaches to teaching and provide examples of how you facilitate student learning.

For staff applying for confirmation or promotion, the process of preparing a teaching portfolio can be a useful first step in building a case for teaching excellence as it requires you to reflect on your teaching experience, your approaches to teaching and learning, and your understanding of good university teaching.

What it is not:

- It's not a CV or list of all the teaching achievements over your career.
- It's not a collection of all learning activities or resources you've ever developed, but rather a careful selection of a few that best illustrate your approach to teaching.
- It's not a list of your publications or research experience related to teaching, but rather a collection of materials related to your teaching practice.

What is the purpose of the portfolio in the Melbourne Peer Review of Teaching (MPRT) program?

The portfolio is an opportunity for you to frame the way your approach to teaching is viewed. It will provide reviewers with a holistic picture of your teaching practice over the last 3 years and examples of how you design curriculum and materials to facilitate effective student learning.

It serves as the first stage of the MPRT process and will allow reviewers to evaluate the breadth of your teaching and approaches to facilitating student learning. It will also provide broad context for the other two stages of the MPRT process: review of curriculum design (subject outline) and observation of teaching.

What makes a good MPRT teaching portfolio?

- It is structured clearly.
- It provides a variety of carefully selected examples of teaching and learning materials that illustrate your approach to teaching, the methods you use and the activities/resources you develop to facilitate effective student learning.
- It provides succinct and explicit connections between the materials/examples provided and your objectives for student learning. In other words, a good teaching portfolio makes clear the educational purposes of the materials/examples and briefly explains why activities/tasks/resources were designed in the ways they were.

What to Include

Your portfolio should include the following three sections over no more than 5 pages:

1. Overview of teaching experience

Provide a list of your teaching or subject coordination responsibilities from the last 3 years. This should include information such as:

- Name of subject
- Your responsibility/position (e.g. subject coordinator)
- Undergraduate/postgraduate/other
- Year level of students
- Size of the class(es)
- Dates/teaching period/applicable semesters

2. Summary of teaching approaches

Provide a brief explanation of your overall approach to teaching and learning. To do this, you may wish to address one or more of the following questions:

- What is your overall aim in teaching students?
- How does your teaching facilitate and support effective student learning?
- What teaching methods do you regularly use to facilitate learning?
- What educational objectives do you focus on and how do you ensure they are met?

3. Examples of teaching practice

Here, include examples or materials that best reflect your teaching practice over the last 3 years. For example, you may focus on aspects of your face-to-face and/or online teaching practice, curriculum design, lesson planning, assessment approach or learning support.

For each example, provide a brief explanation of the educational aim/purpose of the materials.

Possible examples include:

- Teaching resources you have created
- Materials that students receive in regard to assessment tasks, marking criteria, or feedback
- Examples of in-class activities/handouts
- Any learning resources you utilise, including media you have created or learning platforms that you have designed

Items not to include

Only include examples of what you do *in practice*, and do not include items such as:

- SES data
- Feedback from previous peer reviews
- Outcomes of performance reviews
- Examples of student work
- Sections of your CV
- A list of your scholarly activities or copies of publications

Advice for preparing your portfolio

Selecting examples of teaching practice

1. Think about what aspects of your teaching you most want to be evident and present these clearly to reviewers.
2. Keep in mind that this is not just a 'dump' of all your past work; provide only the most helpful examples that clearly represent your approach to teaching.
3. When deciding what examples to include or reference, try to show a variety of teaching methods and tasks, including lesson outlines, activity descriptions, assessment materials and learning resources.
4. Choose materials/examples that align with a larger learning objective, for example, one or more of the 5 'Melbourne Way' educational objectives: challenge, inquiry, application, collaboration, and self-direction.
5. Make sure you only include examples from the last 3 years.

Structuring the portfolio

6. This is a way for you to build your case for teaching excellence. Section 2 asks for a summary of your teaching approach followed by examples of teaching practice. Frame your approach in a way that clearly depicts your teaching and that you feel best represents you.
7. Use a few headings to organise your materials/examples in a logical, cohesive way to highlight the best aspects of your teaching. For example, a useful strategy for structuring your portfolio might be to structure your examples in reference to the University's educational objectives outlined in the 'Melbourne Way'.
8. Explain briefly what you have actually done and what this demonstrates about your approach to facilitating learning, rather than describing what you think about your teaching examples. Why did you do what you did?

Before submitting

9. Make sure that all materials and examples included are accompanied by a short description of what they are and the context in which they were used.
10. Check that the portfolio is 5 pages maximum.