

Outline for a Socratic or Professional Academic Portfolio

- I. Cover Page (title, name, department, year)
- II. Table of Contents (with page numbers)
- III. Introduction to Components of the Narrative
 - A. Introduction to the Teaching Section of the Narrative
 1. Your philosophy of teaching and learning: written from your personal experience, perspective, and training.
 2. An explanation of past and current perspective on your teaching biography: where, what, when, how have you taught, presentations on teaching, tutoring, UROP, IGERT research mentorships, course development, syllabus development, grants to improve teaching, use of technology, teaching as instructor of record, teaching as a TA in labs or recitations, service learning activities you have facilitated in your courses, methods you have used, such as collaborative learning, field work, group work, clickers, research on learning that you have based your ideas on or that you have done as part of a project at CU Boulder or elsewhere, etc.); your approach to assessment & evaluation of student work, assignments, tests, papers. Refer reader to matching evidence in Appendix.
 3. Explanation of your planned teaching future. Discuss how you would incorporate your philosophy into the undergraduate courses and graduate seminars you would like to teach when you are a faculty member. How would you mentor students in your new environment? Team-teaching possibilities with other faculty? Ideas for independent study, fieldwork, projects, dissertation topics for graduate students, etc. Scholarship of teaching activities that you might want to pursue, conferences on teaching that you might like to attend, etc. Refer reader to matching evidence in the Appendix.
 4. Assessment & Evaluation of Your Teaching Peer assessments of teaching such as videotape consultation; evaluations of your teaching (student FCQs, faculty observations and evaluations, self, and unsolicited student feedback). Refer reader to documented examples in matching Appendix.
 5. Academic Professional Development (efforts and activities to improve your teaching: in your department, through the Graduate Teacher Program (e.g. certification), in your professional organization, special projects or mentorships, such as COPFFN). Refer reader to documented examples in Appendix.
 - B. Introduction to the Research Section of the Narrative: Your research experience, goals, agenda (past, present, & what you want to research in the future). Gear your research section to the job in question: research extensive, intensive, undergraduate/liberal arts, community college. Discuss how you have incorporated undergraduates into your research program, i.e., vertically integrated research teams. Your research goals need to be clear to a general audience and feasible within the constraints of the department in question. Refer readers to an example of 3-7 year research plan.
- C. Introduction to Your Academic Service Academic service experience, goals, honors. Discuss service in terms of faculty work — such as committees, advising, advisor or mentor to student groups—and also in terms of your research specialty and how your area expertise might benefit the public good. Refer readers to matching documents in Appendix.
- IV. Appendices (short specific documents that illustrate and provide evidence of the items/topics discussed in the narrative. Label each Appendix A, B, C, etc.)
 - A. Teaching Appendix: Select illustrative examples.
 1. Course plan, description, syllabus
 2. Samples of your OWN WORK that illustrate your philosophy of teaching and learning: an original assignment, example of student work, syllabus, exam, original grading rubrics, web page example
 3. Abstracts of courses you would like to teach in the future.
 4. Assessment & Evaluation of Your Teaching: FCQs (summarized into chart, one whole class typed up as an example), peer observations, faculty observations and evaluations, videotape consultation notes; unsolicited student feedback
 5. Academic Professional Development: listings of GTP workshops attended, certificates achieved, methodology courses in your field, signed classroom observation by faculty or by peers; participation in your national association's professional development activities; summer pedagogical workshops in your discipline, extra training
 - B. Research Appendix
 1. Research plan for three – seven years
 2. Proposal outline
 3. Conference presentations on your research
 4. Published research example
 5. Evaluations of your research by peers, faculty, disciplinary association
 - C. Service Appendix
 1. List of departmental, university, association committee work, conferences, newsletters
 2. Mentoring of student groups
 3. Presentations of your research in local high schools, community colleges, or liberal arts colleges
 4. Departmental websites
 - D. CV: Add section on Academic Professional Development: certificates, Lead Graduate Teacher training, COPFFN activities.