



**AALBORG UNIVERSITY**  
DENMARK

**Facultyoffice of Faculty of Medicine,  
Faculty of Engineering and Science,  
Technical Faculty of IT and Design**

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Latest revision made by: Nickie Hermansen

Ref.:

## **Teaching Portfolio for Job Applications to the Faculty of Engineering and Science, Aalborg University**

For applications for assistant professor, associate professor and professor at the Faculty of Engineering and Science at Aalborg University it is required that the applicant attaches a teaching portfolio. Below is a description of what is intended by this and what it can contain.

In general, a teaching portfolio can have many purposes all of which as a rule are related to documenting and developing a teacher's pedagogical competences. For example, it can contain thoughts on pedagogical challenges the applicant has faced throughout a career and thus it can serve as a tool for a teacher's development. It can also be a detailed collection of teaching material for the documentation of the teacher's previous teaching assignments. In both cases, the portfolio can be quite comprehensive. The faculty does not intend for such a detailed *work portfolio* to be attached to the application, but rather a "*presentation portfolio*" on teaching that aims to give the reader, in edited form, an accurate impression of:

- 1) The applicant's experience and competence in education and teaching
- 2) The applicant's formal teaching qualifications and any awards
- 3) The applicant's reflections on teaching issues in general, and specifically with regard to employment at Aalborg University

The teaching portfolio is expected to be 2-4 pages plus a moderate number of enclosures.

The teaching portfolio will figure into the assessment taking into account the requirements for the different position categories; the applicant's portfolio will also be evaluated in relation to seniority.

Examples of what the three main points may include are provided. However, many other things can be mentioned.

### **1) Teaching experience and competence**

- Teaching assignments completed, including project supervision etc.
- Description of methods used for teaching and assessment, including any experience in laboratory instruction, fieldwork etc.
- List and examples of teaching materials prepared
- Rationale for pedagogical and didactic choices made in connection with the first three items, and evaluation of the results

<sup>1</sup> The revision November 21, 2016 shall be seen in the light of the splitting of The Faculty of Engineering and Science into to faculties per. January 2017. The revision resulted in one Guideline for HEALTH, TECH and ENGINEERING.



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- Examples of student evaluations of teaching and any follow-up on these
- Statements from study boards etc.
- Participation in conferences and seminars on education, teaching, pedagogy and didactics
- Experience in program administration and coordination

## **2) Formal qualifications**

- Actual degrees (master's degree, etc.)
- Pedagogical courses completed, with accompanying statements etc.
- Awards for teaching or teaching materials

## **3) Reflections on teaching**

- Articles and other contributions on education, teaching, pedagogy and didactics
- Reflections on teaching at the university level, including research based teaching, evaluation and assessment of teaching, choice of teaching methods, etc., preferably with reference to the applicant's own previous practice
- Thoughts on the teaching method at Aalborg University (which is largely based on group-organized project work and problem-based learning)
- Description of the development of the applicant's own pedagogical practice
- Plans for the continued development of the applicant's own pedagogical competences and suggestions for new methods of teaching

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Larger changes of this document shall be approved by the Academic Council and the Dean