Digital Faculty Portfolios – How to Get Started

Published 10/29/2020 by Anh Lam

For a portfolio, faculty members collect documented evidence of teaching from a variety of sources and provide context for that evidence. Completing a faculty portfolio is a scholarly activity where the process of gathering and organizing material over time encourages experimentation, reflection, and development of a better understanding of the next steps to improving one's teaching.

Creating electronic faculty portfolios allows for more flexibility and accessibility if you choose to share with peers. Technology allows for the inclusion of multimedia such as videos, audio voiceovers for context and reflections on components in the portfolio, instructional computer programs or code you have written, and other relevant online components such as blogs or websites you may have created for students.
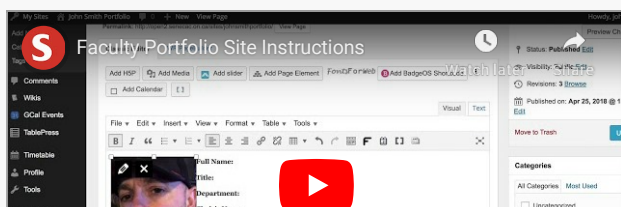
General Tips to getting started:

- Start as early as possible.

- Plan carefully and collect data systematically.

- Regularly review your portfolio to sort through, organize, and update with new information.

- Involve your chair and contact the Teaching & Learning Centre if you need assistance or have questions about your portfolio.

The Teaching & Learning Centre can provide you with access to a faculty portfolio template website that aligns with the Standards of Practice for faculty. Creating Your Faculty Portfolio (PDF)

Video: Faculty Portfolio Site Instructions

If you have a portfolio site through the Teaching & Learning Centre, the following video walks you through how to add content to each page of the portfolio template.

Faculty Portfolio Checklist

The Portfolio Checklist (PDF) is the final step of the process and is used to review your faculty portfolio. Attach your Professional Learning Action Plan (.docx). Both you and your Chair need to sign the checklist to note the completion of the portfolio process.

Once completed, have your Chair send the completed and signed checklist to faculty.portfolio@senecapolytechnic.ca.

tags : faculty-portfolio, teaching-and-learning, teaching-and-learning-centre