

Elements of a Teaching Dossier

June 2023



1. 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

2. 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

3. Teaching Responsibilities/Activities

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

4. 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

5. 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.

6. 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

7. 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