

## Expanding Horizons Presenter Information & Workshop Summary Sheet

Please complete the following information and return to Colette Steer on [steerc@queensu.ca](mailto:steerc@queensu.ca)

Name (Presenter)	Karalyn McRae, Educational Development Fellow Katherine Mazurok, Educational Development Associate
Host Department / Unit	Centre for Teaching and Learning
Workshop Title	<i>Preparing a Teaching Dossier</i>
Max number of participants in workshop	No maximum
Learning activities and equipment or resources required	

**Description of the workshop to be used for advertising purposes** (max. 100 words see examples below):

Teaching dossiers are increasingly required as part of the application process for academic positions and are often required for consideration for promotion within the academy. This session will provide an introduction to the essential elements of a teaching dossier. It is designed to assist you in highlighting your teaching accomplishments, strengths and instructional initiatives. Activities and discussions will focus on the process of writing a teaching philosophy statement as well as on a variety of ways to seek and interpret feedback on the effectiveness of your teaching.

**Learning Outcomes for workshop** - please consult the Learning Outcomes for the EH Suite to which your workshop belongs, available here: <https://www.queensu.ca/exph/workshop-series/suites-workshop-descriptions>

- Identify the components of a teaching dossier
- Develop an approach to writing your own teaching philosophy

**List the Five Key Take-aways from the workshop:**

- A teaching dossier is a dynamic and ever-changing document
- Even as a new educator you can start building your teaching dossier
- Be pro-active and start collecting evidence of your teaching effectiveness now

**Other Resources relevant to the workshop** (list all that would be useful to the students), e.g., web links, academic articles, book chapters for additional reading.

<https://www.queensu.ca/ctl/teaching-support/teaching-dossier>