



Teaching Excellence Award 2023/24

ANNEX 1: Teaching Portfolio

What is a Teaching Portfolio?

- The teaching portfolio is a record to illustrate your professional teaching achievements, which comprises a collection of materials and evidence from a wide range of sources.
- The teaching portfolio aims to provide evidence and demonstrate a holistic picture of your teaching competence, highlighting your teaching achievements.
- The items included in your teaching portfolio shall be precise and concise and shall not be more than 20 pages.

In the teaching portfolio you are expected to:

- provide a written statement of your teaching philosophy, your beliefs in education and the learning and teaching pedagogy that you would like to pursue;
- provide a brief summary of your major accomplishments, merits and strengths in your learning and teaching practice;
- provide evidence-based sources from a variety of supporting documents related to your performance in learning and teaching; and
- other relevant and recent information to support the nomination when appropriate.

1. Teaching Philosophy

The teaching philosophy is a reflective statement about your belief in learning and teaching and education. It includes a description of and justification for your pedagogical approach to teaching / supporting in students' learning. When articulating your teaching philosophy, you may also reflect on your goals as a professional teacher in your institution.

2. Teaching Portfolio

You need to provide detailed information and recent outcome-based evidence to demonstrate your impactful achievements in all the criteria listed below:

- (a) Demonstrating Student-centred and Outcomes-based Learning, Teaching and Assessment to facilitate effective learning and teaching for students;

(Effective learning and teaching strategies underpinned by a contemporary learning and teaching pedagogy that engages and motivates students with outcome-based evidence demonstrating improvement in students' performance and attainment of the programme learning outcomes as well as confidence and interest in learning)

- (b) Adopting Digital Learning and Teaching Strategies to promote self-led, self-regulated responsible learning for students;

(Effective and innovative use of digital learning approach that motivate and inspire students to regulate their studies and become self and lifelong learners; effective strategies to promote student well-being)



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- (c) Arranging Internships, Job Attachments, Service Learning, or Designing Learning Activities and alike, to benefit students to better understand industries, employers, community and societal needs; and

(To provide internship, attachments and service learning, or design related learning activities to familiarise students with the industry's standard with outcome-based evidence on meeting the needs of various stakeholders)

- (d) Engaging in Continuing Professional Development and Applied Research to inform teaching to improve teaching skills and research practices.

(Identifying one's needs in professional development to keep abreast of his/her subject knowledge, professional learning and teaching skills, the trends of education and industry sector with outcome-based evidence to demonstrate how the acquired knowledge and skills are applied in daily teaching practice to benefit students' learning)

- (e) Achievements and Impact on Promoting Teaching and Learning Excellence within respective institutions and/or across the sector.

(To showcase nominees' potential of leadership in learning and teaching as well as their past achievements; to demonstrate impact on the promotion of teaching excellence within and/or across institutions, with exemplary, innovative and effective pedagogies.)

Note: For team nominations, the Team Leader and all the members are required to submit their own teaching portfolio. Each member should state his/her contribution as a team in order to facilitate Panel's assessment.

3. Examples of Outcome-based Evidence to be Included in the Teaching Portfolio

- SFQ survey results
- Commendation letters from students, peers, supervisors, parents, employers, professional bodies, other organisations, etc.
- Awards / appreciations received
- Presentations, research, and publications on teaching
- Research and project funding granted
- Samples of good teaching, teaching materials or course development / modification materials
- Students' works / assessment results / accomplishments
- Sample of teaching and learning packages (1-2 lessons)
- Continuing professional development records
- Class observation / appraisal reports
- Features in press release / news articles
- Other supporting materials

Note: As teaching is an individual activity, and its characteristics are unique to each individual, please tailor the items to accommodate your own needs.



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4. Examples of Teaching Portfolio

- https://www.ln.edu.hk/f/upload/51551/LU_Teaching_Portfolio_Handbook-Full.pdf
- <https://cft.vanderbilt.edu/guides-sub-pages/teaching-portfolios/>
- http://issuu.com/nteu/docs/teaching_portfolio