

## Teaching Excellence Award AY2024/25

### Guidelines for 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 should 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 (including Artificial Intelligence (AI) in teaching) 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)*

- (c) Arranging Internships, Job Attachments, Placements, Service Learning, or Designing Life and Career Planning Activities and alike, to benefit students to better understand industries, employers, community and societal needs to enable students' smooth transition from study to work; and

*(To provide internship, attachments and service learning, or design life and career planning related 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 one's potential of leadership in learning and teaching as well as his / her past achievements; to demonstrate impact on the promotion of teaching excellence within and / or across institutions, with exemplary, innovative and effective pedagogies.)*

## 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 in learning and teaching
- Research and project funding granted
- Samples of good teaching, teaching materials or course development / modification materials
- Students' works / assessment results / accomplishments
- Samples 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.*



#### 4. Examples of Teaching Portfolio

- [https://www.ln.edu.hk/f/upload/51551/LU\\_Teaching\\_Portfolio\\_Handbook-Full.pdf](https://www.ln.edu.hk/f/upload/51551/LU_Teaching_Portfolio_Handbook-Full.pdf)
- <https://faculty.uwmedicine.org/wp-content/uploads/2019/08/Luks-Teaching-Portfolio.pdf>
- [http://issuu.com/nteu/docs/teaching\\_portfolio](http://issuu.com/nteu/docs/teaching_portfolio)