**Teaching portfolio – Template for documentation of educational competence – professor**

**1 Personal details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Age |  |
| Phone |  |
| Mobile phone |  |
| Email address |  |
| Website |  |
| Level of qualification (current position)  |  |
| Field or profession  |  |
| Current teaching and supervision responsibility  |  |

1. **Teaching CV**

2.1 Teaching qualifications

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| --- | --- | --- |
| Type of education/course | Time period | Institution |
| Formal education via a course in university pedagogy or equivalent |  |  |
| Course in supervision |  |  |
| Other types of course or formal qualifications in different areas of teaching and supervision, e.g. education management, use of IT in education etc.  |  |  |

2.2 Teaching experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | Level, course, programme | Scope | When | Role | Institution |
| Teaching experience from university college, university  |  |  |  |  |  |
| Teaching experience from other contexts |  |  |  |  |  |

2.3 Supervision experience

2.3.1 Supervision of PhD students

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of PhD student | University | Date of defence/date of completion | Principal supervisor(cross off)  | Co-supervisor(cross off)  |
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2.3.2 Supervision of master’s degree students

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| --- | --- | --- |
| Year | Number of master’s degree students | University |
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2.3.3 Supervision of bachelor’s degree students

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| --- | --- | --- |
| Year | Number of bachelor’s degree students | University |
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* 1. Experience of assessment/evaluation of teaching and education

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| --- | --- | --- | --- | --- | --- |
| Experience of assessment/evaluation of teaching and education \* | Level, course, programme | Scope | When | Role | At which institution |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*E.g. the number of external examiner assignments per year, mutual peer guidance, participation in evaluation at faculty or university level in national or international contexts

* 1. Educational development work

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| --- | --- | --- | --- | --- | --- |
| Development experience\* | Level, course, programme | Scope | When | Role | Institution |
|  |  |  |  |  |  |
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\*Examples: work on courses and study programmes, quality of education etc.

* 1. Experience sharing on teaching and supervision in the field

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| --- | --- | --- | --- | --- |
| Type\* | Scope | When | Role | Where |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Examples: Presentations, conferences, study trips of relevance to teaching

* 1. Administration and management of education

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| --- | --- | --- | --- | --- |
| Administration and management of education\* | Scope | When | Role | Where |
|  |  |  |  |  |
|  |  |  |  |  |

\*E.g. experience as an education manager, participation on programme councils, other committees relating to education, course coordination etc.

* 1. Reference list of publications relevant to teaching

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Publication | Publication channel | When | Volume | Language |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Reflection note**

Applicants for professor positions must write a *reflection note*, taking their qualifications as the point of departure and including concrete and relevant examples from his or her teaching practice.

*Scope* Recommended scope for the reflection note on teaching practice: approx. 3–5 pages.

*Language:* The reflection note must be written in English.

*Concrete examples:* The reflection must be based on concrete and relevant examples from the applicant’s teaching and supervision practice.

The following should be covered in the reflection note:

* One or two examples of how the applicant has developed his or her own teaching practice and an assessment of what bearing this has had on the students’ learning. The reflection note must be based on relevant science of education and subject didactic theory
* Reflection on quality and goal attainment in supervision practice
* Assessment of his or her own competence and thoughts about/plans for development of his or her role as teacher and supervisor on the basis of [NMBU’s learning philosophy](https://www.nmbu.no/ansatt/laringssenteret/kurs-og-kompetanse/laringsfilosofi)

**4.Documentation that supports the reflection note and CV**

* Diplomas, course certificates that document university pedagogy qualifications, supervision competence and sources that document and support sections 2.1–2.8 in the CV
* Sources that support the content of the reflection note and examples from own teaching
* Sources that support the reflection on supervision practice