**Teaching portfolio – Template for documentation of educational competence – associate 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 |  |

**2 Teaching CV**

2.1 Teaching qualifications

|  |  |  |
| --- | --- | --- |
| 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 Breadth or variation in teaching experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type\*** | Scope | Target group | When | Role | At which institution |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Examples: Teaching of different target groups, varied teaching methods, student administration, assessment work, course activities, teaching aid development etc., in addition to ordinary teaching.

2.4 Supervision experience:

2.4.1 Supervision of PhD students

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of PhD student | University | Date of defence/date of completion | Principal supervisor  (cross off) | Co-supervisor  (cross off) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.4.2 Supervision of master’s degree students

|  |  |  |
| --- | --- | --- |
| Year | Number of master’s degree students | University |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2.4.3 Supervision of bachelor’s degree students

|  |  |  |
| --- | --- | --- |
| Year | Number of bachelor’s degree students | University |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. Reflection note**

Applicants for associate professor positions must write a *reflection note* based on their educational qualifications and their teaching and supervision practice.

* *Scope* Recommended scope for the reflection note on teaching and supervision practice: 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 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.

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

* Diplomas, course certificates, sources that document and support sections 1-4 in the CV
* Sources that support the content of the reflection note and examples from own teaching