

Task:	Teaching Portfolios		
Description:	<p>As part of the over-arching goal to determine and preserve teaching effectiveness, faculty are required to compile and submit a teaching portfolio to their department coordinator at the beginning of each year. This portfolio is a collection of the previous calendar year's teaching components as described below.</p> <p>The teaching portfolio is an integral part of the annual faculty review process. In addition, these portfolios are also a major component in the non-promotion structured review dossiers. (e.g., Pre-Tenure, Post-Tenure, NTT 3rd Year, NTT Post-Promotion reviews)</p>		
Policy:	<p>Page 3 https://cas.gsu.edu/document/teaching-effectiveness-assessment-policy/?wpdmdl=9194&refresh=5ede75ee1a3651591637486</p>		
Components:	<p>Your Teaching Portfolio should include*:</p> <ul style="list-style-type: none"> • List of all courses, independent studies, theses, etc. taught or directed during the calendar year. • Faculty should also include a selection of course materials from two courses per years; one a specialty course and one a more general course.** (Examples: syllabi, exams, written student evaluations, etc.) • Brief narrative highlighting teaching successes, challenges and opportunities <p>*Your department's style of teaching portfolio is acceptable.</p> <p>**In consultation with the Chair, faculty members may vary the courses "highlighted" in the portfolio during the review period so that it contains a broad representation of the courses they have taught. Or, if the faculty member teaches the same course over and over, they may highlight the same course noting improvements they've made. (Examples: online version, updated or improved the pedagogy, etc.)</p>		
Due Date:	<p>As part of the annual reporting process, it is the faculty member's responsibility to have their teaching portfolio(s) ready for review by their chair on or before the set January due date.</p>		
Revision Date:		SOP Reference #	