**Components of an Educational Development Portfolio**

*Adapted from “Components of a Teaching Portfolio”*

*Vanderbilt’s Center for Teaching:* [*http://cft.vanderbilt.edu/teaching-guides/reflecting/teaching-portfolios/*](http://cft.vanderbilt.edu/teaching-guides/reflecting/teaching-portfolios/)

Your Thoughts About Educational Development

* + A reflective “educational development statement” describing your personal educational development philosophy, strategies, and objectives
  + A personal statement describing your educational development goals for the next few years

Documentation of Your Educational Development Practice

* + Consultations
  + Programs planned, implemented, evaluated
  + Policy-related work
  + Curricular revisions
  + Technology related educational development
  + Resources created
  + Workshops etc you have designed, facilitated
  + Mentorship, advising
  + Work with other units, administration etc
  + Manage centre, teams
  + Program review
  + etcetera

Educational Development Effectiveness

* + Written feedback from participants (end of workshop feedback)
  + Letters from participants, preferably unsolicited
  + Statements from colleagues
  + Student comments

Professional Development Related to Educational Development

* + Participation in seminars or professional meetings on teaching
  + Use of new methods/approaches when carrying out educational development activities

Scholarship in Educational Development

* + Research projects
  + Grants
  + Publications
  + Conference presentations in the field educational development

Contributions to the Educational Development Profession

* + Service on educational development committees
  + Assistance to educational developer colleagues
  + Mentorship

Honors, Awards, or Recognitions

* + Educational development awards
  + Invitations to consult, give workshops, write articles, etcetera based on educational development reputation
  + Requests for advice on by committees or other organized groups

**Six Steps involved in Creating an Educational Development Dossier**

*(adapted from the Gwenna Moss Centre for Teaching Effectiveness* [*http://www.usask.ca/gmcte/resources/portfolio/what*](http://www.usask.ca/gmcte/resources/portfolio/what)*)*

1. Outline your educational development responsibilities.
2. Reflect on your educational development goals, philosophy and style. (see various resources developed by Holmes and Timmerman on the ED Wiki site at xxx)
3. Organize the material to support your purpose (and the evaluators' guidelines or needs, if relevant).
4. Write the statement of philosophy.
5. Select and append your best evidence, connecting it to your statement of philosophy.
6. Show your draft to several colleagues and invite their feedback.