

Educational Developer Dossier: Possible Templates

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Think of your educational developer dossier or portfolio as a set of claims about your work, examples from your actual practice, and evidence from a variety of sources, all nicely triangulated and consistently portrayed. There should be a few pages up front and the evidence to support the claims in those pages can be provided in appendices. The first pages can be divided into subheadings, perhaps like these:

1. Educational Development Philosophy (Goal Statement, Core Principles)
2. Responsibilities to Date in current position (narrate and list)
3. Effectiveness (sharing results of development work, awards or nominations, letters from former students or from peers)
4. Contributions to the institution or to the field (committee work, conferences, special projects, or publications locally, University-wide, or beyond)
5. Ongoing Professional Development (workshops or conferences attended, future plans)

Appendices could be

- A: Workshop or Consultation materials Created or Adapted
- B: Showcase Workshop or Blog Post or Program (go into detail)
- C: Evaluation Form and Data
- D: Comments from Evaluations, Thanks, Letters from those you've helped and so on
- E: Letters from current or former peers

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An example from real life (purposes: performance review, workshop on dossiers, getting permanent and contract jobs)

Trevor Holmes, from 2006 (Five year mark of full-time ED work):

Commitments, Principles
Knowing my Learners
Educational Development Contexts
An "aha" moment
Development's Optimal Environment
Approach to and Results of Educational Development
 Program Planning and Coordination
 Individual Consultations
 Writing and Communications
 Internal and External Collaborations
Supervising Others
Seeking Feedback and Future Plans

Appendices

- A: Letters from Faculty and Staff
- B: Use of Index Cards for Reflection
- C: Evaluating the Effectiveness of a TA Workshop
- D: Evaluating the Effectiveness of a Faculty Workshop
- E: Reflections and Directions (newsletter articles)
- F: List of Workshops Attended, Planned, and Delivered 2004-2006
- G: Selected publications and conference abstracts
- H: Thoughts on Educational Development as a Profession and Community
- I: Academic curriculum vitae

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Another example from real life

From Wright/Miller (2000), Fig. 3 *The Alternative portfolio model*, p27 citing Wilcox (unpublished)

Educational Development Portfolio

Introduction (how educational development differs from faculty development)

Objectives as an Educational Developer

Methods and Outcomes

Objective 1: Help individuals be better teachers

Underlying beliefs

Concrete actions

Objective 2: Promote a culture of teaching in the institution

Underlying beliefs

Concrete actions

Objective 3: Promote change in the larger academy

Underlying beliefs

Concrete actions

Future Directions (organized by objective)

Summary (synergy among the three objectives)

Source: Wright, Alan and Judith Miller (2000). "The Educational developer's Portfolio" IJAD 5:1, 20-29.