



Teaching Documentation and Recognition Series

At the University of Victoria, the processes of annual reviews, tenure, and promotion require faculty to submit teaching dossiers— personalized collections of materials that document teaching effectiveness—along with their CV and annual reports. In addition, the teaching dossier is necessary when being considered for a teaching award. However, what makes an excellent teaching dossier and what should it contain?

The aim of the *Teaching Documentation and Recognition Series* is to provide you with a framework that you can use to create your own personalized dossier that is consistent with the UVic guidelines. **If you attend the whole series (all five sessions)** you will be awarded a certificate of completion – a great addition to your dossier that indicates your commitment to professional development and to enhancing your performance as an instructor.

The teaching dossier: Purpose and compiling data

Marty Wall and Cynthia Korpan, LTSI

[Tuesday, September 24, 2019, 2:30 PM to 4:00 PM, HHB128](#) and
[Friday, December 6, 2019, 8:30 AM to 9:50 AM, HHB128](#)

At the University of Victoria, the processes of annual reviews, tenure, and promotion require faculty to submit teaching dossiers— personalized collections of materials that document teaching effectiveness—along with their CV and annual reports. In addition, the teaching dossier is necessary when being considered for a teaching award. However, what makes an excellent teaching dossier and what should it contain? In this session, we will discuss the purpose of the dossier and essential tasks that continue throughout your academic career – collecting and organizing data for your dossier. This workshop focuses on the range of possible data you can begin to, and continue to, collect, which provide evidence of your promise, skills, and contributions in teaching that serve to enhance student learning.

Preparing your teaching philosophy or narrative statement

Marty Wall and Cynthia Korpan, LTSI

[Thursday, October 10, 2019, 1:00 PM to 2:30 PM, HHB128](#) and
[Friday, December 6, 2019, 10:00 AM to 11:20 AM, HHB128](#)

The teaching philosophy or narrative statement is the individual and creative component of your teaching dossier that individualizes you and serves to make your case as an effective facilitator of student learning with references to examples and evidence in your data. The teaching statement is the first component of your teaching dossier that the reader of your teaching dossier will explore when you are being considered for an academic (teaching) position, or for a teaching award nomination. This workshop focuses on how you will construct

an engaging and persuasive teaching statement for current purposes and as a basis for future revisions as you continue in your teaching career.

Peer-review for teaching enhancement

Cynthia Korpan, LTSI

[Thursday, November 21, 2019, 1:00 PM to 2:30 PM, HHB128](#) and

[Friday, December 6, 2019, 11:30 PM to 12:50 PM, HHB128](#)

Are you considering inviting one of your peers to observe your teaching but are uncertain as to what is involved in the peer-review process? And you may be wondering what the specific objectives are of the peer-review process. In this session, you will be introduced to the five stages of the process: planning, the pre-observation meeting, conducting the teaching observation, the post-observation meeting, and submission of a written report. We will discuss what the expectations are throughout the process, both for the instructor and the peer reviewer. Further, you will engage in discussion about the purpose and objectives of peer review, such as how it can enhance teaching, encourage reflection, and, most importantly, improve student learning.

Writing letters for peers or nominations

Nancy Ami, CAC and Cynthia Korpan, LTSI

[Wednesday, November 5, 2019, 9:30 AM to 11:00 AM, HHB128](#) and

[Friday, December 6, 2019, 1:00 PM to 2:20 PM, HHB128](#)

As a member of the faculty, you may be asked to write a letter of recommendation for a peer who is being considered for an academic position or a letter of nomination for a peer with respect to a teaching award. This workshop will focus on the steps required to carry out this task successfully and provide tips and examples on the effective writing of such letters.

Intro to E-portfolios/teaching dossiers with WordPress

James Gatsi, TIL

[Friday, December 6, 2019, 2:45 PM to 4:30 PM, LIB 034J](#) and

[Tuesday, January 22, 2020, 2:00 PM to 3:30 PM, LIB 034J](#)

WordPress is the most popular blogging platform on the internet. Many students and instructors in higher-education use the WordPress platform as a means to showcase their professional profile, research, projects, publications, and other academic work. UVic has its own instance of WordPress called the Online Academic Community (OAC). Students, faculty, and staff are welcome to use it for free. In this workshop, we will run through the basics of how to set up a new blog on the OAC. Then, we will focus on structuring your blog to be an online dossier. Part of this process will involve working with a WordPress theme and learning to customize blog settings via the WordPress dashboard and customizer.