

**Teaching Dossier**

**Full Name, Credentials**

**Position**

**Area**

**Haskayne School of Business**

**University of Calgary**

**Month of submission, Year**

Feel free to modify, add sections and/or delete sections of this dossier template. This is not meant to be prescriptive; rather, it’s meant to provide a starting point for you.

**Contents**

[Teaching Philosophy 2](#_Toc13129302)

[Teaching Responsibilities 3](#_Toc13129303)

[Teaching Methodologies/Materials 3](#_Toc13129304)

[Evidence from Students 3](#_Toc13129305)

[Universal Ratings of Instruction (USRI) 3](#_Toc13129306)

[Student Comments 3](#_Toc13129307)

[Samples of Student Work 3](#_Toc13129308)

[Evidence from Colleagues 3](#_Toc13129309)

[Testimonials 3](#_Toc13129310)

[Invitations to Speak 3](#_Toc13129311)

[Peer Feedback 4](#_Toc13129312)

[Teaching Awards and Recognition 4](#_Toc13129313)

[Teaching and Learning Research 4](#_Toc13129314)

[Research Integration into Teaching 4](#_Toc13129315)

[Evidence of Innovation and Leadership 4](#_Toc13129316)

[Curriculum Development 4](#_Toc13129317)

[Educational Service and Leadership 4](#_Toc13129318)

[Teaching Development Activities 4](#_Toc13129319)

[Teaching Goals 4](#_Toc13129320)

[Appendices 4](#_Toc13129321)

# Teaching Philosophy

*(1-2 pages) - Try to integrate key themes into your teaching philosophy, and tie them to other sections/examples later in your dossier.*

# Teaching Responsibilities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Title** | **Program** | **Required/ Elective** | **Section Size** | **# Sections Taught per Academic Year** | **USRI Results Available?** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Teaching Methodologies/Materials

*Make sure to tie these in with the themes from your Teaching Philosophy.*

# Evidence from Students

## Universal Ratings of Instruction (USRI)

*See samples. A comprehensive overview of USRI results should be provided, and a full set of data should be provided in the Appendices.*

## Student Comments

*See samples. Include a reflection and summary of negative comments as well as positive ones, and provide some context for them. Provide a sample of comments in the Appendices.  
(There are a variety of ways to select which comments to include. Your Teaching & Learning Coordinator can help facilitate this if you wish.)*

## Samples of Student Work

*Include details about times that your students have delivered exemplary work and the conditions that you set up for them to be able to do so. You may provide additional/full-text examples in the Appendices.*

# Evidence from Colleagues

## Testimonials

*Use quotes and give context for the quotes in this section. Optional: include full letters in the Appendices.*

## Invitations to Speak

## Peer Feedback

# Teaching Awards and Recognition

*List any teaching awards here*

# Teaching and Learning Research

*Have you participated in SoTL (Scholarship of Teaching & Learning) activities, or DBER (discipline-based educational research)? If so, provide details here. If not, delete this section.*

# Research Integration into Teaching

*How do you integrate your own discipline-specific research into your teaching?*

# Evidence of Innovation and Leadership

## Curriculum Development

*Have you designed or redesigned a course?*

## Educational Service and Leadership

*Might include things like being a course coordinator, sitting on a curriculum or assurance of learning committee, helping to design a new program or course, hosting a lunch and learn, opening your classroom during Open Classrooms Week, mentoring a colleague, supervising a directed study, etc.*

# Teaching Development Activities

*Anything to do with developing your teaching; lunch and learns, attending an open class during Open Classroom Week, participating in a Teaching Square or Teaching Triangle, conferences, workshops, etc. Especially powerful if you can tie it to changes/strategies you implemented into your classroom.*

# Teaching Goals

*What do you want to do in the future?*

# Appendices

*Further evidence to support the sections above.*