Preparing the Teaching Dossier: February 22, 2023

**Key Documents**

* Your [Divisional Teaching Evaluation Guidelines](https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/teaching-guidelines/)
* [CTSI Dossier Guide](https://teaching.utoronto.ca/resources/teaching-dossier/)
* [Course Evaluation Summary Sheet](https://utoronto.sharepoint.com/:x:/s/ctsi-ea/EaeXMBv71J1Avv6WZSzBmgEBCHprG2gtjoTuk5b1QkJX4g) and [Instructions](https://utoronto.sharepoint.com/:b:/s/ctsi-ea/ESuY3qHPVQ5AkFa_J1_24BEBq2aHA7B6bzsehlie1RtP0Q)

**ACTIVITY #1: Strategies to Collect Materials/Artifacts**

How do you collect and organize your teaching materials?

Tips from Chat:

**ACTIVITY #2: Course Design and Redesign**

Think about a course you designed or significantly redesigned:

* What was your role?
  + Involvement of other instructors, TAs?
* Why this course?
  + Your initiative? Your disciplinary research?
  + Identifying gaps in the department?
  + Curriculum committee; curriculum mapping efforts?

**ACTIVITY #3: Evidence of Effectiveness**

Which sources of evidence could you collect moving forward?

* Formative feedback (e.g., ticket out the door)
* Mid-course feedback survey (e.g., Stop-Start-Continue)
* Peer observation of teaching (formative not summative)
* Unsolicited emails/letters
* Examples of student work and outcomes
* Teaching awards
* Other?...

**ACTIVITY #4: Planning Your Next Steps**

What are my next steps? Identify three concrete goals for moving your dossier forward and set timelines (3 months, 6 months, 1 year). Consider…

* Consulting with your unit head
* Reviewing your Divisional Guidelines
* Gathering teaching materials
* Gathering evidence of effectiveness
* Reviewing with peers

1.

2.

3.

**Reflection Questions to Help Develop Your Teaching Dossier**

**Values and principles**:

* Why do you teach the way you do?
* Who is your model of an effective teacher and what qualities made them effective?​
* How would you describe the relationship between learner and teacher in your classroom?
* What motivates you as a teacher?
* What outcomes do you expect of your teaching? What are the learning outcomes for your students?

**Practices and strategies:**

* What specific activities or exercises do you use to engage your students? What do you want your students to learn from these activities?
* What conceptions or misconceptions about concepts or inquiry in your field do students bring to your classroom? How do you build on, unsettle, or explore those beliefs?
* How do you explain or otherwise help students examine difficult ideas or concepts?
* What kinds of specific intellectual work (research, reasoning, interpretation) from your discipline do you aim to teach students to be able to do?
* How do you get your students interested in or intellectually engaged with your field? How do you maintain this interest?
* What is challenging about learning and teaching in your discipline? How do you address these challenges?

**Impact and effectiveness:**

* What do you do well in the classroom? How do you capture and measure this?
* How do you assess or measure what counts as successful teaching?
* How and when do you know that your teaching is making a difference?​
* How has your thinking about teaching changed over time? Why?
* How has your teaching practice evolved over time? Why?
* What kinds of professional development have you completed to enhance your teaching? How and when have you applied what you learned?

**Educational leadership and scholarship:**

* How and where do you share your teaching successes (or analyze teaching challenges)? (E.g., in departmental or faculty meetings, in divisional or institutional symposia, in formal presentations, etc.)
* How and when do you share teaching resources with colleagues and/or graduate students?   
  How do you facilitate conversations about teaching within your unit/program?
* How and when do you engage in mentoring (of colleagues, graduate students, senior undergraduate students)?
* How do you engage in inquiry into your teaching? How and where do you disseminate information from this inquiry?
* What scholarship informs your teaching?

**Future goals**:

* What are your goals to enhance your teaching?
* What strategies, pedagogical approaches, new content, or educational technologies would you like to explore in the future?