Making your portfolio for the UTQ

1. Introduction
Before you lies the basic document that you can use for your UTQ portfolio as a lecturer at the Faculty of Science. The document Portfolio Assessment UTQ Faculty of Science offers additional information about the assessment criteria of the committee. Please keep that in mind while reading the information below.
A portfolio is a requirement for obtaining the University Teaching Qualification (UTQ). With your portfolio, you will demonstrate that you have the required competences for UTQ. Below, you will find more information about the following subjects:
- UTQ portfolio: four components
- Additional information for each component
- Digital portfolio
- Short advices
- Checklist: is your UTQ portfolio complete?

The underlined documents can be found on the UTQ webpage.

2. UTQ portfolio: four components
Your UTQ portfolio should consist of:
I. Education-CV. In this CV, you will include all of your experience within the field of higher education of the past two years and if necessary, you can expand it to a maximum of the past 5 years).
II. A self-evaluation: An analysis of your strengths and points for improvement regarding the UTQ criteria, resulting in an overview of your points for development in the future.
III. A reflective report. Keep in mind UTQ criterion 10: you need to demonstrate your ability to keep up your professional development as a lecturer by reflecting upon a situation you have experienced as a lecturer and that you analyse from different perspectives.
IV. Supporting documents: Relevant documents that support your self-evaluation and reflective report.

More information about each component can be found below.

3. Additional Information about each component
A. Education-CV
In this document, you will provide an overview of your experience in teaching (lectures, seminars, individual guidance), of your activities related to developing educational material, and of your experience regarding the organisation of education. If desired, you can use the Template Education CV.
In this document, you can also include your extracurricular activities outside of the faculty. An overview of the past two years should be sufficient. Should you deem it necessary, you may also provide an overview of a longer period of time (last 5 years), in order to prove that you have sufficient experience in teaching (as outlined below).

In order to be eligible for the UTQ, please note that at least the following experience in teaching is required:
- Having taught 3 separate lectures
- Having taught 2 series of seminars (minimally 2 x 8 hours). This includes work groups, practicums, project groups, tutor classes, etc.: you have either provided these classes yourself, or you were responsible for how these classes were given by your student assistants or tutors.
- Having individually supervised 3 students (preferably bachelor or master students but if 3 students is problematic then it may be possible to add the guidance of a PhD candidate) during their practical work or thesis writing.
- You have gained this experience in various courses and years of the study programme.
- These were all within the past 5 years

Please provide an insight regarding what you have done in combination with the scope (in fte or ec), in which year of the study programme this was, for how many students, etc. This allows the assessment committee to better judge whether or not your experience in teaching is sufficiently substantial for your UTQ. The guideline for the length of the Education-CV is 3 pages per role (as a teacher, a course developer, and active member of an educational organisation, see UTQ criteria).

B. Self evaluation
In the self-evaluation, you will critically reflect on your academic expertise in relation to contributing to education (competence 1), your teaching (competence 2), your educational development (competence 3), your contributions to educational organizations (competence 4) and your professional development as a teacher (competence 5). You will also indicate your points of development for in the future.

NB: For your self-evaluation regarding your teaching, an evaluation of two of the three core tasks will suffice (giving lectures, guiding groups, supervision of individuals).

Let yourself be guided here by the UTQ criteria that you will find in the document Portfolio Assessment UTQ Faculty of Science. After all it is up to you to convince the assessment committee that your teaching meets the criteria. You can use the template self-evaluation for this. Refer, where possible, to practical situations and attached (or linked) supporting documents. On the basis of past experiences with the UTQ assessment, the template of the self-evaluation also contains some useful tips. These tips are mostly concerned with aspects of the self-evaluation that your predecessors ignored. Guideline for the length of your self-evaluation: 3 pages per role (as a teacher, course developer, and active member of the educational organisation).

C. Reflective report (a.k.a. case reflection)
In this separate document, you will reflect upon your own development as a lecturer (competence 5), based on one influential situation from your teaching experiences (i.e. a case). Your inflection should consist of the following four steps:
- Experiencing a situation
- Exploring the situation
- Give meaning to what happened (involving four different perspectives)
- Think about points for improvement for this type of situation

These four steps are further explained in the document Creating a reflective report. You may also use the Template reflective report. In your reflective report, wherever possible, please refer to attached (or linked) supporting documents. The guideline for the length of the reflective report: about 2 pages.

D. The folders teaching (onderwijsuitoering), development (onderwijsontwikkeling) and organization (onderwijsorganisatie) with supporting documents
This component of your portfolio consists of relevant supporting documents. These documents provide support for your self-evaluation and reflective report. An overview of the mandatory supporting documents can be found below in the checklist (point 6): is your UTQ portfolio complete?. For example consider the following:
- Examples of your teaching in practice: dictates, powerpoint presentations, demos, video clips, etc.
- Teaching material that you have set up: a study guide, or didactic design of a course; learning outcomes of a course (component); a series of assignments, which can include (3) practical assignments or assignments for seminars or exercises, exams or other kinds of tests; a test matrix; answer keys; assessment criteria, etc.
- Student evaluations of your courses (educational surveys, etc.)
- Regarding your role as organizer of your teaching you can include a teacher report (as a response to the student evaluations). You may also show how you actively contribute within meetings with colleagues and your department, in the programme committee or examination board, temporary educational committees, and/or the accreditation process (you can use for example your suggestions for improvement, your notes, emails, etc.)
- Additionally, you can also include observations and recommendations from your students, coach or colleagues.

NB: You may refer to the same supporting document for multiple competences; please be as specific as possible.
Guideline for the length of the supporting documents section: be selective!

4. Digital portfolio

You can upload your portfolio on the UTQ server. The link to this server is: \bko-srv.science.ru.nl\bko. Within the digital environment of the Faculty of Science, this link can be used to connect the server as a network to your computer or Unix-system (see: https://wiki.science.ru.nl/cncz/Netwerkschijf for more information on how to connect those). If a folder with your name has not been created yet, please send an email to Nicolette Poelen (bko@science.ru.nl).

On the server, you will already find the necessary folders for the various components of your portfolio. In the folders regarding your teaching, the development of your education, and the organization of your education, you can upload your supporting documents. These supporting documents should be accessible: this means that the assessment committee should be able to open the links that you provide. You will also find a folder regarding course files, in which you upload at least one completed course file. The assessment committee should be able to open and print all the files that you use.

5. Short advices

- When writing your Education-CV and self-evaluation, please take the UTQ assessment criteria into consideration. If necessary, also consult the UTQ lecturer profile.
- Make use of the available templates and additional information about writing your reflective report.
- Make sure to select your supporting documents on time.
- Do not only select your best products, but also show that some work is still in progress.
- Involve your colleagues, your superior, or the department of educational support in creating your portfolio. You can discuss your materials or reflections. Please make sure that your teaching is also observed on time.
- For an overview of all available help, please visit the following website: http://www.ru.nl/lecturers

6. Checklist: is your UTQ portfolio complete?

Are all required components available and accessible on the UTQ server?

- Education-CV
- Self-evaluation
- Reflective report

Does your experience in teaching meet the UTQ requirements?

- Having taught 3 separate lectures
  - Having taught 2 series of seminars (minimally 2 x 8 hours). This includes work groups, practicums, project groups, tutor classes, etc.: you have either provided these classes yourself, or you were responsible for how these classes were given by your student assistants or tutors.
- Having guided 3 students individually, (preferably bachelor and/or master students, possibly one PhD candidate)
- You have gained this experience in various courses and years of the study programme
- These were all within the past 5 years

Have you included the following supporting documents?

- At least one completed course dossier (for an example of what to put in there, see the course dossier server at FNWI)
- Student evaluations for at least three of your courses
- Report of the observation and discussion of one of your educational activities by a colleague or coach (should a live observation not be possible, this may also be done by, for example, a film clip).
- Didactic design, study guide, or dictate you have (re)developed
- Assessable (!) learning outcomes of a course (component) you have (re)formulated (probably already in the course file)
- Assignment or exercise you have (re)designed that are aligned with the course’s learning outcomes
- Exam or some exam questions you have (re)developed (probably already in the course file), aligned with the course’s learning outcome