

GUIDELINES FOR A CANDIDATE

Assessment of teaching competence at Aalto University

At Aalto University, teaching is evaluated both during the professor recruitment process and throughout the tenure track.

For the recruitment process for **assistant** professor positions at Aalto University, you are asked to write a **short teaching portfolio** and **be interviewed about your teaching experience**. Based on these elements, the teaching competence assessment committee (TCAC) will issue a written statement of your teaching competence, which is a part of the decision-process for the professor position.

The guidelines are adapted from Aalto University's broader guidelines for the candidate (see [Tenure track evaluation criteria | Aalto University](#) for further information).

These guidelines will help you compile a teaching portfolio and prepare for the interview.

Teaching portfolio for assistant professor positions

The teaching portfolio presents your competence, experience and professional development in the domain of teaching in a concise way. Report your teaching and supervision experience by, for instance, using compact tables, but do not forget to describe them also in the narrative text.

The length for this teaching portfolio is **two (2) pages**.

General guidelines:

- Write the portfolio as a **narrative text**
- Write in the first person (I, me, my...)
- Document all relevant work experience, provide evidence for your claims, and support the text with reflection and appropriate references.
- Please write your text using **pedagogical self-reflection**

The short teaching portfolio should include:

1. Your approach to teaching and learning

Briefly describe your experience-based or otherwise justified pedagogical approach that you genuinely apply in your teaching. Describe what teaching means to you and what you are like as a teacher.

2. Your teaching experience

Briefly describe any teaching experience you may have as well as your experience in advising or supervising theses (bachelor, master's, doctoral). Please mention whether you have been involved in the preparation of teaching materials. If you have experience in developing courses or larger study paths/programmes, include that as well. Describe whether and how you have used student feedback to develop your teaching. Be as specific as possible about your roles and responsibilities.

3. Your development as a teacher

Describe how you have developed yourself as a teacher. Do you have formal pedagogical training, and if not, how have you otherwise developed your pedagogical approach. What are your strengths and development areas as a teacher?

4. Your other possible teaching-related merits

Is there anything else you would like to share about your teaching competence? For example, have you received any teaching awards or published papers related to teaching?

Interview

The representatives of the teaching competence assessment committee (TCAC) will interview you as a part of the evaluation process. The interview is a dialogue between you and the TCAC representatives.

In the interview, you will be able to provide more detailed and in-depth information about your teaching competence.