

## DOCUMENTING EVIDENCE OF TEACHING – THE TEACHING DOSSIER

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Evidence of good teaching is required for recognition and promotion. The Teaching Dossier is the essential component of documentation. Here are some “Practical Tips” to assist faculty members in compiling evidence of good teaching.

### Teaching Dossier FAQs

#### 1. What is a teaching dossier?

- An organized presentation of evidence re: achievements in the area of teaching
- Usually consists of 3-6 pages with a cover page
- Usually clipped or stapled- not in a binder unless “scholarship of teaching”
- There is no standard format

#### 2. What should it include?

Four mandatory elements:

- Teaching statement
- Annotated list of “teaching” activities
- Summary of student evaluations
- Peer evaluation

If “scholarship of teaching” is to be the basis for the decision, add evidence of “scholarly” teaching activities:

- ◆ Innovations
- ◆ Communications
- ◆ Presentations and papers
- ◆ Peer evaluation of instructional materials
- ◆ Research projects
- ◆ Grants
- ◆ Awards
- ◆ Evidence of local, national or international recognition

#### 3. How can I produce a “winning” dossier?

- Make it readable
- Keep it organized and up-to-date
- Be data-smart
- Be honest and reflect improvement

#### 4. What makes a dossier readable?

- Use previews  
“My teaching activities can be grouped into five general areas:...”
- Use summary statements and data charts  
“For the past 8 years I have tutored... designed and directed... and am responsible for exam preparation”.  
“Student evaluations have improved from... to... over 3 years”.
- Highlight key achievements  
“For the past 2 years, the pulmonary examinations were used in 4 medical schools and added to the IDEAL databank”.
- Communicate! Don’t just compile. Organize; highlight; annotate; be yourself.

**Further information on compiling a dossier can be found in the  
TAG Resource Package or online at [ww.tag.ubc.ca/](http://ww.tag.ubc.ca/)**