

## TEACHING DOSSIER

**NAME:** *Surname, Given Name(s)*

**DEGREES:** *First degree (Major)* *Date* *University*  
*Higher degrees(s) (Specialty)* *Date* *University*

**POSITIONS:** *Position #1* *20YY - 20YY* *Location*  
*Position #2* *20YY - 20YY* *Location*  
*Position #3* *20YY - 20YY* *Location*

### TEACHING AWARDS

*Name of Award* *20YY* *Body conferring the award*  
*Name of Award* *20YY* *Body conferring the award*

### UNDERGRADUATE TEACHING

NOTE: Courses for which student evaluations are provided are marked "\*"   
 Courses for which evaluation by peers is provided are marked "□"   
 Courses for which I was the Course director are marked "+"   
 Courses for which I prepared a manual, or handout (described later) are marked "@"

### TEACHING HOURS AND ENROLMENT

<u>lecture-based</u>	2006-07	2007-08	2008-09	2009-10	2010-11
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**Course name/number**

Enrolment	XXX	XXX	XXX	XXX	XXX
Total hours lecturing	XX	XX	XX	XX	XX

Enrolment	XXX	XXX	XXX	XXX	XXX
Total hours lecturing	XX	XX	XX	XX	XX

tutorial/small group/laboratory

**Course name/number**

# of students in group	XXX	XXX	XXX	XXX	XXX
Total hours teaching	XX	XX	XX	XX	XX

Total hours Lectures/groups

<u>Total hours Lectures/groups</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>
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Bedside teaching

*Use a narrative account including the number of hours/week spend in consultations with students at the bedside*

<b>STUDENT EVALUATION OF UNDERGRADUATE TEACHING</b>
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Course name/number/year

*(Describe what each numerical score actually means - for example "5-point scale; 1 means "strongly agree" and 5 means "strongly disagree")*

1. "Questionnaire statement number 1" score X.XX
2. "Questionnaire statement number 2" score X.XX
3. "Questionnaire statement number 3" score X.XX
4. "Questionnaire statement number 4" score X.XX

Narrative comments are provided as appendix AA

Course name/number/year

*(Describe what each numerical score actually means - for example "5-point scale; 1 means "strongly agree" and 5 means "strongly disagree")*

1. "Questionnaire statement number 1" score X.XX
2. "Questionnaire statement number 2" score X.XX
3. "Questionnaire statement number 3" score X.XX
4. "Questionnaire statement number 4" score X.XX

Narrative comments are provided as appendix AA

Course name/number/year

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Narrative comments are provided as appendix AA

Course name/number/year

*(Describe what each numerical score actually means - for example "5-point scale; 1 means "strongly agree" and 5 means "strongly disagree")*

1. "Questionnaire statement number 1" score X.XX
2. "Questionnaire statement number 2" score X.XX
3. "Questionnaire statement number 3" score X.XX
4. "Questionnaire statement number 4" score X.XX

Narrative comments are provided as appendix AA

**PEER EVALUATION OF UNDERGRADUATE TEACHING**

Course name/number/year

Written assessments by Dr. nnnnnnnn and Dr. nnnnnnnn are submitted as appendix AA

**HANDOUTS/MANUALS WRITTEN TO ACCOMPANY UNDERGRADUATE TEACHING**

NOTE: Those marked "\*" are submitted as appendix AA

Course name/number/year: TITLE " "

Description:

Course name/number/year: TITLE " "

Description:

**GRADUATE / RESIDENT\* TEACHING**

\* RESIDENCY TRAINING is difficult to document, but there are often evaluations by Residents which can be included. In issues such as this, narrative comments are extremely useful.

**LECTURES, SMALL GROUP DISCUSSIONS**

	2006-07	2007-08	2008-09	2009-10	2010-11
Enrolment	XXX	XXX	XXX	XXX	XXX
Total hours lecturing	XX	XX	XX	XX	XX

**GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS**

MSc Students (Total number XX)

- Name of student* (Admitted 20YY, Graduated 20YY)
- Name of student* (Admitted 20YY, Graduated 20YY)
- Name of student* (Admitted 20YY, Currently in programme)

PhD Students (Total number XX)

- Name of student* (Admitted 20YY, Graduated 20YY)
- Name of student* (Admitted 20YY, Graduated 20YY)
- Name of student* (Admitted 20YY, Currently in programme)

Postdoctoral trainees (Total number XX)

- Name of trainee* (20YY-20YY)
- Name of trainee* (20YY-20YY)

**SUPERVISION / SUPERVISORY COMMITTEES**

Date	Name of Student	MSc/PhD Residents PostDocs	Dept/Faculty	Supervisor
20YY-YY	_____	_____	_____	Dr. <u>nnnnnnnn</u>
20YY-YY	_____	_____	_____	Dr. <u>nnnnnnnn</u>
20YY-YY	_____	_____	_____	Dr. <u>nnnnnnnn</u>
20YY-YY	_____	_____	_____	Dr. <u>nnnnnnnn</u>

**SUMMER STUDENTS**

Year	Name of Student	Co-supervisors(if applicable)
20YY	_____	Dr. <u>nnnnnnnn</u>
20YY	_____	Dr. <u>nnnnnnnn</u>
20YY	_____	Dr. <u>nnnnnnnn</u>
20YY	_____	Dr. <u>nnnnnnnn</u>

**EVALUATIONS BY STUDENTS / PEERS OF GRADUATE / RESIDENT TEACHING**

Course/program name/number/year

Provide numerical ratings using the scales described for graduate/resident teaching, and/or narrative comments as an appendix. Include also any assessments by Department Committees which are relevant to your skills as a supervisor.

**HANDOUTS/MANUALS/PROTOCOLS WRITTEN TO ACCOMPANY GRADUATE / RESIDENT TEACHING**

NOTE: Those marked "\*" are submitted as appendix AA

Course/program name/number/year: TITLE " \_\_\_\_\_ "

Description: \_\_\_\_\_

Course/program name/number/year: TITLE " \_\_\_\_\_ "

Description: \_\_\_\_\_

**DISTINCTION ACHIEVED BY GRADUATE STUDENTS/ RESIDENTS/ POSTDOCTORAL FELLOWS**

Narrative comments about the successes achieved by selected trainees, either while under your supervision or subsequently, should be written in narrative form in this section.

**PROFESSIONAL DEVELOPMENT****TEACHING WORKSHOPS, SEMINARS ETC. ATTENDED**

Date	Duration	Title	Workshop organizer
__/__/9__	_____	_____	_____
__/__/9__	_____	_____	_____
__/__/9__	_____	_____	_____

**TEACHING WORKSHOPS, SEMINARS ETC. PRESENTED**

Date	Duration	Title	Workshop organizer
__/__/9__	_____	_____	_____
__/__/9__	_____	_____	_____

Add any evaluations which are available of workshops on teaching and learning which you have presented. Numerical data can be presented here, and comments as an appendix.

**EXTERNAL TEACHING**

Date	Duration	Title	Description
__/__/9__	_____	_____	_____
__/__/9__	_____	_____	_____

**TEACHING INNOVATION**

Date	Course Name/number	Nature of innovation
__/__/9__	_____	_____

**ADMINISTRATION ASSOCIATED WITH TEACHING**

Date	Committee or responsibility	Description
19__ - __	_____	_____
19__ - __	_____	_____
19__ - __	_____	_____
19__ - __	_____	_____

**PUBLICATIONS/PRESENTATIONS CONCERNING TEACHING**

(Authors)/(Year)/(Title)/(Volume)/Page number(first and last page) and (Date)/(Title)/Occasion on which the talk was presented

**SELF-EVALUATION****OTHER MATERIAL**