**Sample Tables of Contents for a Teaching Portfolio**  
Below are a few examples of how you might organize and present the material in your teaching portfolio.

Remember that each time you present your portfolio, you may want to include a different set of materials or present them in a different order. It can be helpful to keep a master portfolio that contains all of the materials you could include in your teaching portfolio and then select from this material when sharing your portfolio with others. Note that the section, “Appendices (Available Upon Request),” allows you to indicate that you have additional materials available without initially overwhelming the recipient.

**SAMPLE Table of Contents 1: Generic**  
1) Educational Teaching Philosophy  
 a) Teaching Philosophy Statement and Diversity Statement  
 b) Course outline that demonstrates examples from TPS  
2) Teaching Experience  
 a) List of teaching experiences with descriptions of responsibilities  
3) Appendices Attached  
 a) Sample Syllabi (courses taught and courses planned)  
 b) Comments on student work (selected)  
 c) Course evaluations and summaries  
 d) Course observations by Teaching Center staff or supervising faculty  
4) Appendices (Available upon request)  
 a) Course Handouts (including primary course assignments, metacognitive reflections, in-class activities)  
 b) Additional comments on student work   
 c) Evidence of professional development   
 d) Video of class sessions  
**SAMPLE Table of Contents 2: Chemistry**  
1) Introduction  
 a) Cover letter  
 b) Teaching Philosophy Statement and Diversity Statement  
2) Teaching Experiences and Evaluations  
 a) General Chemistry 1, Course description and short detail of responsibilities  
 • Semester XX, Summary and selected comments from course evaluations  
 • Semester XX, Summary and selected comments from course evaluations  
 b) General Chemistry 2, Course description and short detail of responsibilities  
 • Semester XX, Summary and selected comments from course evaluations  
 c) Additional Teaching Experiences (one-page list of additional teaching experiences with short descriptions of responsibilities)  
3) Teaching Materials  
 a) General Chemistry 1  
 • Syllabus  
 • Sample in-class group-work assignment  
 • Sample homework assignment  
 • Sample exam  
4) Appendices (Available Upon Request)  
 a) Teaching Feedback, faculty mentor  
 • General Chemistry 1  
 • Inorganic Chemistry  
 b) Full Course Evaluations, student  
 • General Chemistry 1  
 • General Chemistry 2  
 • Inorganic Chemistry

c) Course Materials, General Chemistry 1  
 • Handout: Writing Chemical Reactions  
 • Handout: Drawing Lewis Structures  
 • In-class group-work assignments (10 total)  
 • Exams (6 total)  
 d) Course Materials, Inorganic Chemistry (designed, but not taught)  
 • Syllabus  
 • Sample in-class group-work assignment

**SAMPLE Table of Contents 3: Biology**  
1) Educational Philosophy  
 a) Teaching Philosophy Statement and Diversity Statement  
 b) Course outline that demonstrates examples from TPS  
2) Teaching Experience  
 a) Introductory Biology 1, Course description and short detail of responsibilities  
 b) General Biology Lab, Course description and short detail of responsibilities  
 c) Neurobiology, Course description an short detail of responsibilities  
3) Appendices Attached  
 a) Sample Syllabi (courses taught and courses planned)  
 i) Introductory Biology 1 (taught)  
 ii) General Biology Lab (taught and planned)  
 b) Course evaluations and summaries, including observations by faculty  
 i) Introductory Biology 1, semester XX  
 ii) General Biology Lab, semester XX  
 iii) Neurobiology, semester XX  
 c) Teaching Materials  
 i) Experiments developed for General Biology Lab  
 ii) Group-work assignments designed for Neurobiology (selected)  
4) Appendices (Available upon request)  
 a) Course Handouts  
 i) Revised experiments for General Biology Lab  
 ii) Group-work assignments designed for Neurobiology (full set)  
 iii) Exams for Introductory Biology 1 (3 total)  
 b) Video of facilitated group work in Neurobiology