Memorandum on the teaching portfolio for continuous reflection on ones' teaching process

Teachers at the University of Copenhagen use a teaching portfolio as a tool for ongoing reflection on their teaching process. The following principles apply:

- All teachers employed by the University of Copenhagen must create and maintain a teaching portfolio. D-VIP (part-time academic staff), post-docs, doctoral candidates, teaching assistants and TAP-employees (technical-administrative staff) responsible for carrying out teaching tasks must create a teaching portfolio if they teach more than a certain number of hours.

- There is no set format for a teaching portfolio. The Teaching Portal (Underviserportalen) provides a number of examples of teaching portfolios that can be used under various circumstances.

- Since 2011, it has been mandatory to use a teaching portfolio when applying for a position and during the TLHE programme, cf. University of Copenhagen guidelines.

- From 2018, questions regarding teaching will be a part of the Personal Development Review-agenda (MUS) in order to ensure that teaching processes are discussed on equal terms with research. Material from the teaching portfolio will be used to answer the questions.

- In addition to the mandatory contexts mentioned above, the teaching portfolio can also be used with the University of Copenhagen Pedagogical Competence Profile in a number of other contexts, e.g. summing up experiences from joint courses, during 'pedagogical days' where col-
leagues share teaching experiences with each other, or in connection with quality assurance of teaching (evaluations and development of teaching).

- The teaching portfolio must be started by the end of 2017. There are no requirements regarding the inclusion of teaching delivered prior to the end of 2016 in the teaching portfolio.

Entry into force January 1, 2017