

How to Compile an Academic Portfolio

- Please Note: Every discipline is different so be sure to review the standards established within your field of study.
- Standard portfolios will include the following:
 - Teaching Cover Letter
 - Updated CV
 - Research Agenda
 - Teaching Philosophy
- The Teaching Cover Letter
The goal of this document is to introduce yourself to the hiring committee by highlighting the specific areas of expertise that you possess, rendering you a competitive hire. The document must be tailored to focus on your ability to meet the specific requirements of the teaching position at the hiring institution.
- Curriculum Vitae
The goal of this document is to highlight your preparation for the academy as evidenced by your teaching experiences, research initiatives, publications and other relevant work or accolades.
- The Teaching Philosophy
The goal of this document is to provide the hiring committee with a framework and strategies that you intend to incorporate in your teaching practice. Discuss the ways in which you will ensure the efficacy and accessibility of your teaching methods for all of your students.
- The Research Agenda
The goal of this document is to introduce the hiring committee to your research endeavors, your contributions to the literature in the area of interest and the ways in which you intend to continue to enrich the industry during your tenure at the hiring institution.