



Teaching Portfolio Template

Name

Department

Faculty

Year

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A. Personal Profile

Passport-Sized Photo

Name	
Staff ID No.	
Telephone No. (Office/HP)	
Department/Faculty	
Position	
Area(s) of Expertise	
Date Joined UTeM	

I. Academic Qualifications

	Qualifications	Areas of Specialization	Universities	Year
1.				
2.				

II. Teaching Experience

	Institution(s)	Year (From – To)	Position
1.			
2.			

III. Administrative Experience in UTeM

	Positions	Year (From – To)	Dept. / Faculty / University / Etc.
1.			
2.			

IV. Professional Development (related to Teaching and Learning)

	Courses / Workshops / Conference / Seminars)	Organizer	Year
1.			
2.			

EVIDENCE (Section A): Please provide your CV and related certificates in Appendices.

B. Teaching Philosophy and Goals

I. Teaching Philosophy

Write an educational philosophy statement of your teaching belief(s) and practices that includes your conception and belief in teaching and learning, descriptions of how you teach, justification about the way you teach etc. to guide you in the teaching and learning process. You may include an education theory or model that support your teaching philosophy (if any).

Teaching Philosophy

II. Teaching Goals

Describe your teaching goals in order to help you and your students in the teaching and learning process.

Teaching Goals

C. Teaching Responsibilities

I. Teaching Responsibilities

List the courses you are currently teaching and also the courses you have taught in the past. Include the relevant information and also enclose a copy of the respective semester timetable.

1. Full-time Teaching

Name of Programme / Course	Level (Diploma, Degree, Post-graduate)	Credit Hour	No. of Students	Year / Semester

2. Part-time Teaching

Name of Program / Course	Level (Diploma, Degree, Post-graduate)	Credit Hour	No. of Students	Year / Semester

II. Teaching Related Activities

Activities that you carried out in relation to teaching and learning.

1. Supervision of Thesis / Project (Diploma Project, FYP, Postgraduates, Post-Doctoral)

Title / Name of Student(s)	Level (Diploma, Degree, Post-graduate)	Year / Semester

2. Internal/External Examiner

Title / Name of Student(s)	Level (Diploma, Degree, Post-graduate)	Institution(s)	Year / Semester

3. Supervision of Industrial Trainings

Name of Student(s)	Level (Diploma, Degree)	Year / Semester

4. Academic Advisor

Level (Certificate, Diploma, Degree, Post-graduate)	No. of Students	Year / Semester

III. Curriculum Development: Program(s), Course(s) Designed / Developed / Reviewed / Evaluated

1. Involvement in program development, course design and related activities at various levels i.e. department, faculty, UTeM.

Level (Diploma, Degree, Post-graduate)	Program / Course, etc.	Description of Activities	Year	Position*

2. Involvement in curriculum development, program and course design at national and international level.

Level (Diploma, Degree, Post-graduate)	Program / Course, etc.	Description of Activities	Year	Position*

IV. Committee Member

1. Involvement in committees UTeM

Level (Department / Faculty / UTeM)	Name of Committee	Year (From – To)	Position*

2. Involvement in committees National and/or International

Level (National / International)	Name of Committee	Year (From – To)	Position*

*Note: e.g. Chairman, Secretary, Committee Member, Project Leader, Advisor, etc.

EVIDENCE (Section C):

Please provide copies of:

- a) Teaching plan/Timetable
- b) Appointment letter

D. Teaching Methods and Innovations

I. INNOVATIONS IN TEACHING AND LEARNING

1. Teaching Methods

Teaching methods refer to the principles and methods that are frequently used by lecturers to enable the process of teaching and learning. The teaching methods are supported by the specific teaching techniques and strategies. Describe the methods, techniques and strategies commonly used in the process of your teaching and learning activities.

Methods / Techniques/Strategies	Description

2. Innovations in Teaching and Learning

Innovation in teaching and learning refers to something new or creative that you have introduced or implemented to enhance the process of teaching and learning. The practice of effective and meaningful teaching.

Innovation can be in the form of a major or minor change in your course content and design, a new method or approach in teaching, a different pedagogical approaches, a new activity carried out in teaching using educational technologies, a new assessment method and a new form of instructional materials developed.

Innovation(s)	Description

EVIDENCE (Section D):

Please provide evidences as follows:

- Photos / videos of activities
- Sample of assessment evaluation
- Analysis of student achievement
- List of apps / website / educational tools

E. Teaching Evaluations and Reflections

Summary of Teaching Evaluation (SMP)

	Session / Semester	Courses / Code	Students	Average Assessment (Full Score: 5.00)
1.	1 – 2019/2020	Microcontroller / DENC 3543	DEN	5.00
2.				

Compilation of Student Feedbacks / Comments / Surveys in Other Platforms

	Session / Semester	Courses / Code	Comments / Feedback
1.			
2.			

Compilation of Comments / Feedbacks from Faculty Members

Provide the comments / feedback from faculty members (if any)

EVIDENCE (Section E):

Please provide copies of:

- a) Teaching Evaluation from SMP
- b) Student Feedbacks on class activities / etc. from surveys given through any platforms (google forms, ulearn, etc.)
- c) Faculty members feedbacks given through any platforms (formal / informal)

F. Teaching Improvement and Future Plans

Improvement Plan to Current Teaching and Learning Methods

Describe improvement plan to current teaching and learning methods based on the content in Section E.

Teaching Goals

Looking forward, describe your personal aims and goals in teaching and learning.

G. Academic Contributions and Accomplishments

List of Publications (if any)

1.	
2.	

List of Sharing Platforms (if any)

	Title	Links / Etc.	Year
1.			
2.			

List of Consultations (if any)

	Project	Company	Year
1.			
2.			

List of Committees (if any)

	Position	Committees	Year
1.	Coordinator	<i>JK Penasihatana Akademik Fakultas</i>	2018-2019
2.			

List of Awards / Recognition (if any)

	Awards / Recognition	Event / Organizer	Year
1.	Best E-Teaching Portfolio Award	InTReD'19	2019
2.			

EVIDENCE (Section G):

Please provide copies of:

- a) Publications (journal, conference proceedings, module, book chapter, books, etc)
- b) Letter of appointment (for consultations/committees, etc.)
- c) Certificates (for recognition)
- d) Photos / Screen captures (medals, events, sharing platforms, etc.)

H. Appendices

Provide list of references and evidences for all sections here.

EVIDENCES

(Section A): Please provide your CV and related certificates in Appendices.

(Section C): Please provide copies of:

- a) Teaching plan/Timetable
- b) Appointment letter

(Section D): Please provide evidences as follows:

- a) Photos / videos of activities
- b) Sample of assessment evaluation
- c) Analysis of student achievement
- d) List of apps / website / educational tools

(Section E): Please provide copies of:

- a) Teaching Evaluation from SMP
- b) Student Feedbacks on class activities / etc. from surveys given through any platforms (google forms, ulearn, etc.)
- c) Faculty members feedbacks given through any platforms (formal / informal)

(Section G): Please provide copies of:

- a) Publications (journal, conference proceedings, module, book chapter, books, etc)
- b) Letter of appointment (for consultations/committees, etc.)
- c) Certificates (for recognition
- d) Photos / Screen captures (medals, events, sharing platforms, etc.)