

The BME Teaching Portfolio should contain the following (please use 1-inch margins and size 12 font):

1. Biosketch (100 words or less)
2. CV (up to two pages). You CV should include your:
 - a. Full name
 - b. Department affiliation
 - c. Professional preparation (institution, location, major, degree, year)
 - d. Academic and professional appointments (start with most recent, proceed to first in reverse chronological order; start year, end year, title institution, city, state)
 - e. Other relevant professional information including:
 - i. Course and curriculum development activities
 - ii. Service activities (e.g., committees served on)
 - iii. Professional development activities (e.g, workshops and conferences attended, talks given, papers published)
 - iv. Grants, awards and fellowships
3. A table of your CIOS scores with normative information from the department and college. Please provide your CIOS scores for the following 3 questions:
 - a. Course: Amount Learned
 - b. Course: Overall Effectiveness
 - c. Instructor: Overall Effectiveness
4. Self-evaluation (up to one page). Please provide a reflective self-evaluation of your teaching in the past year. This is an opportunity for you to provide context for the data that is provided in this packet. You might also consider answering some or all of the following questions:
 - a. What did you do this past year to help students learn?
 - b. Why did you do what you did?
 - c. How else might you have done it?
 - d. How do you know it worked (or did not work)?
 - e. How did it align with the rest of the curriculum (or not)?
 - f. What will you do next year to improve your students learning?
5. Materials for the courses you taught in the previous year:
 - a. Copies of your course syllabi
 - b. Copies of all graded assignments and associated grading rubrics