

ACADEMIC PORTFOLIO

Academic portfolio is similar to scientific report, in which the writer represents clearly her/his professional know-how and considers her/his academic work (research, teaching, administrative and other work) en bloc. Academic portfolio is also suited for self-evaluation, development, reporting and for the evaluation made by others in the applications for teaching posts and in the definition of wage scale.

The portfolio includes the history of ones' own work, operational philosophy, outputs, future plans, received feedback and self-evaluation. It is also possible to use academic portfolio as help in developmental conversations or in specifying the working community 's distribution of work.

Academic portfolio includes 4 sectors: basic information, research and scientific actions, teaching and tutoring and administrative tasks and other work. The breadth of the portfolio is approximately 4 to 7 pages, added to this the writer can include appendixes (look at the guidelines given by the Faculty).

The main goal is to write down and to bring out in paper the applicants academic know-how, strengths and the vision of ones' own development. The faculty council in The Faculty of Biosciences has approved in their meeting hold 3.6.2004 the following framework as the basis of the academic portfolio.

The structure of the academic portfolio	Display portfolio can include	Proved when needed
1. Basic information		
Personal data and contact information	Basic information	Official certificate etc.
Education and degrees	Record	Certifications
Other background information		
2. Research and scientific actions		
Experience from research work and scientific actions	Conferences, fieldwork, materials, list of publications, etc.	List of publications: publications, articles, lectures, posters
Research philosophy and ethics, main policies in research work	Own discussions and orientation	Basic portfolio; documented actions
Significant publications	Selected amount of publications	Assorted list of publications
Assessments and awards from research work	Peer evaluation, self-evaluation, statements, patents, etc.	Certificates, statements and feedback, basic portfolio
Activity in the academic community	Memberships in the research groups, projects, plans, leadership positions etc.	Documents
Visions and own development plans	Innovations, research plans, etc.	Reference to the additional source of information
Other merits in scientific action	Funding, tasks of an expert, internationality, etc.	Basic portfolio

3. Teaching and tutoring		
Experience in teaching and tutoring in basic and post-graduate education	E.g. list of implemented teaching and students	Study guide, individual learning plan
Pedagogical thinking and education	Own discussions and list	Basic portfolio and certificates
Production of teaching material	List, examples	Basic portfolio
Exploitation teaching technology	Report	Basic portfolio
Development of own teaching and awards from teaching	Curriculum work, reports	Basic portfolio and curriculum
Participation in the evaluation and development of teaching	Analysis of core curriculum, panels, day for development, quality work etc.	Basic portfolio
The strong areas, challenges for development and visions	Tendencies towards developing knowingly ones´ own actions	Student feedback, self-assessments, peer assessments, etc.
Other educational merits	Internationality, languages used in teaching	Report
Other actions related to teaching	Work groups, committees, remits, examinations, etc.	Basic portfolio
4. Administration and other actions		
Administration and leadership tasks	Management tasks, memberships, etc.	Basic portfolio
Assignments in ones´ own field outside the university	Report	Basic portfolio
Societal tasks and confidential posts	List, societal interaction	Basic portfolio
Publications, lectures and other scientific communication	Report of the consideration of the third function of the university	Basic portfolio
Other significant tasks	Commissions etc.	Basic port folio

Instructions for academic portfolio by the University of Helsinki:

<http://www.helsinki.fi/academic-portfolio>