



Educational portfolio for applicants for position of Associate Professor or Professor at the Faculty of Fine Arts, Music and Design, University of Bergen. Template for documentation and reflective essay.

1. Position and application deadline

Relevant position	
Deadline (dd.mm.yyyy)	

2. Personal information

Name			
Address			
Age		E-mail	
Phone		Cell phone	
Website			
Level of competence (current position)			
Discipline/ field of study /profession			
Current responsibilities for teaching and academic supervision			



3. Education and relevant experience

3.1 Completed courses in teaching and learning in higher education

Type of education/course	Period	Institution
Formal education in teaching and learning in higher education or similar		
Education in academic supervision		
Other education or formal qualifications in teaching and supervision, i.e. educational leadership, teaching on digital platforms etc.)		

3.2 Teaching experience

Level	Level – subject - program	Scope	When	Role	Institution
Teaching experience in higher education					
Teaching experience in other contexts					

3.3 Width and variety of educational competence

Type*	Scope	Target group	When	Role	Institution

*Examples: teaching different groups of students, varied forms of teaching and assessments, courses, teaching materials, research and development, reversed classroom

Describe some key developmental features in your teaching. What have you learned about teaching, and how have you implemented this in your teaching practice? What are your strengths as a teacher?



3.4 Supervision experience

3.4.1 Supervision of Ph.D.-candidates

Name of Ph.D.-student	University	Date of Viva Voce / completion	Main supervisor (mark with X)	Co-supervisor (mark with X)

3.4.2 Supervision of Bachelor (BA) and Master (MA) Students

Year	Number of MA students	Number of BA students	University

Describe, with examples, your approach to or strategies for supervising Pd.D., MA and/or BA students.



4. Development work, collaboration and educational management
– documentation is required for applicants for professorships, voluntary for other applicants

4.1 Academic pedagogical development work

Development experience*	Level – subject - program	Scope	When	Role	Institution

*Examples: development of educational provision, educational programs, courses, quality work, evaluations and inquiries at own or other institutions, testing of various forms of teaching aids, including digital learning resources

4.2 Sharing experience about teaching and supervision in your field

Type*	Scope	When	Role	Institution

*Examples: Presentations, conferences, study trips with pedagogical relevance, participation in relevant networks and resource groups

4.3 Administration and management of education

Administration and management of education *	Scope	When	Role	Institution

*Examples: Experience as Head of studies, participation in Program council, other committees related to education, course responsibility

4.4 Development of teaching materials/resources

Resources*	Publishing method/channel	Scope	When	Language

* Examples: Compendiums, textbooks, digital learning resources, flexible teaching plans, developed on an independent basis or in collaboration with others

Describe how and in what ways this work has affected you as a teacher, and how it has affected your peers or colleagues in teaching communities you have been a part of (i.e. at an institute, an institution or within a field of expertise).



5. Reflective essay

Applicants must write a short reflective essay

Scope: About 2 pages

Guidelines The reflective essay shall be based on your own teaching experience and address achieved results, development work and continuous work with quality development.

6. Documentation

- Diplomas, certificates, course certificates, sources that document and substantiate the content that is explained in the educational portfolio, including the reflective essay
- This part of the portfolio should begin with a separate table of contents and be structured in line with this table