ACADEMIC STAFF
E-TEACHING PORTFOLIO POLICY

(UUM ePORTFOLIO)

UNIVERSITI UTARA MALAYSIA

1. INTRODUCTION

1.1 Universiti Utara Malaysia (UUM) is dedicated to providing excellent, creative, and relevant higher education programmes that are responsive to contemporary requirements and in accordance with national higher education policy.

1.2 UUM focuses on Teaching and Learning (T&L), as well as research and consultation.

1.3 Among the important components of the T&L process for equipping students with outstanding skills and personality traits is the adoption of relevant, effective, and planned T&L techniques which match the University's vision and mission.

A teaching portfolio is an ordered and systematic collection and compilation of educational materials. It contains a collection of documents and descriptions of an academic staff's roles and responsibilities, as well as contributions and achievements that demonstrate the quality and scope of teaching. The teaching portfolio also serves as proof of the numerous activities carried out by academic staff in the improvement of T&L, research, and services.

An e-Teaching Portfolio is an electronic teaching portfolio that employs digital technology to allow academic staff to gather and organise portfolio artefacts using multiple media modalities such as text, audio, video, images, and others.

2. SCOPE

2.1 The e-Teaching Portfolio Policy is intended to serve as a guide for UUM academic staff in building an electronic teaching portfolio.

2.2 The policy covers six (6) main aspects, namely:
   a. Philosophy, goals, and strategies related to e-Teaching Portfolio
   b. Authority holder
   c. Teaching e-Portfolio infrastructure and platform
   d. Guidelines for the preparation of e-Teaching Portfolio
   e. Monitoring and verification methods
   f. Relevance of e-Teaching Portfolio with academic staff's performance appraisal scores (Markah Prestasi)

3. **DEFINITION**

3.1 **University**

University refers to Universiti Utara Malaysia

3.2 Academic Staff

Academic Staff refers to University staff who are appointed on a permanent, contract, or part-time basis to the positions of Professor, Associate Professor, Senior Lecturer, Lecturer, or Language Instructor/Catering Teacher.

3.3 **Student**

Students are individuals who have completed the registration of academic courses for the University's study programme each semester.

3.4 **Teaching Portfolio**

A teaching portfolio is a collection of reflective, integrative, and individualised documents that are delivered on an ongoing basis to demonstrate an educator's or academic's development and advancement. It exhibits artefacts that illustrate accomplishments in teaching, research, and community engagement activities to highlight an educator's professional development.

3.5 **Teaching e-Portfolio**

An e-Teaching Portfolio is a digital teaching portfolio that allows academic staff to gather and organise portfolio artefacts on an ongoing basis utilising multiple media types such as text, audio, video, graphics, and others.

3.6 **Teaching and Learning (T&L) Methods**

T&L methods are approaches, practises, and activities that take place in or beyond the classroom that are relevant to a course and/or programme. It includes broad concepts including student-centered learning, active learning, teaching modalities, and meaningful learning activities. The T&L technique also involves actions such as giving outside-of-classroom advice and supervision to students, as well as other tasks linked to the functioning of the academic programme curriculum.

3.7 **Learning Assessment**

Assessment of learning is an action or process that entails the systematic collecting and analysis of data on student accomplishment and learning outcomes. This action or process is carried out through the use of a variety of methods and devices. The data collected will be utilised for a variety of reasons relating to formative and summative assessment of learning. Assessment of learning encompasses all aspects of test preparation, measurement, and assessment procedures that are related to the statement of learning outcomes.

3.8 **Lecturer Teaching Evaluation**

Lecturer teaching evaluation is a procedure used by students to evaluate the quality and efficacy of a lecturer's teaching. This assessment must be done on each lecturer's teaching (excluding those exempted by the University) in each semester using the University's prescribed methodology.
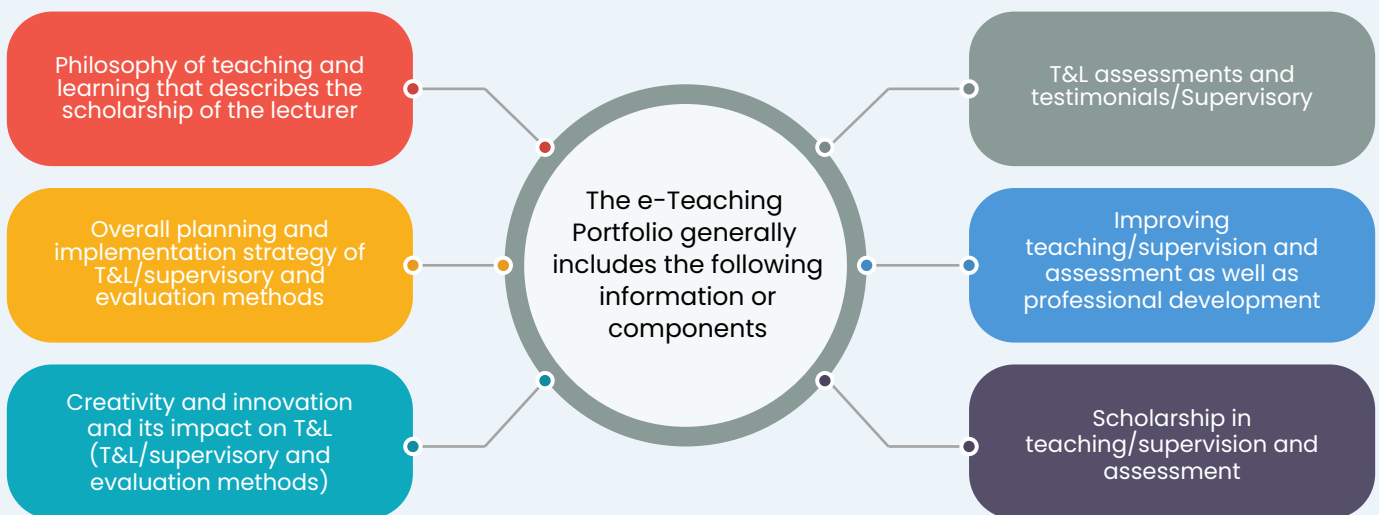
3.9 **Scholarship in T&L and Supervision**

Scholarship encompasses the practise of teaching and learning, assessment, supervision, information sharing, and acknowledgement at multiple levels (university, national, and international). Other factors such as recognition and leadership in the academic community relating to T&L are also considered.

3.10 **Course**

A course is defined as a course of study that has been approved by the University as part of an academic programme with the purpose of conferring a degree.
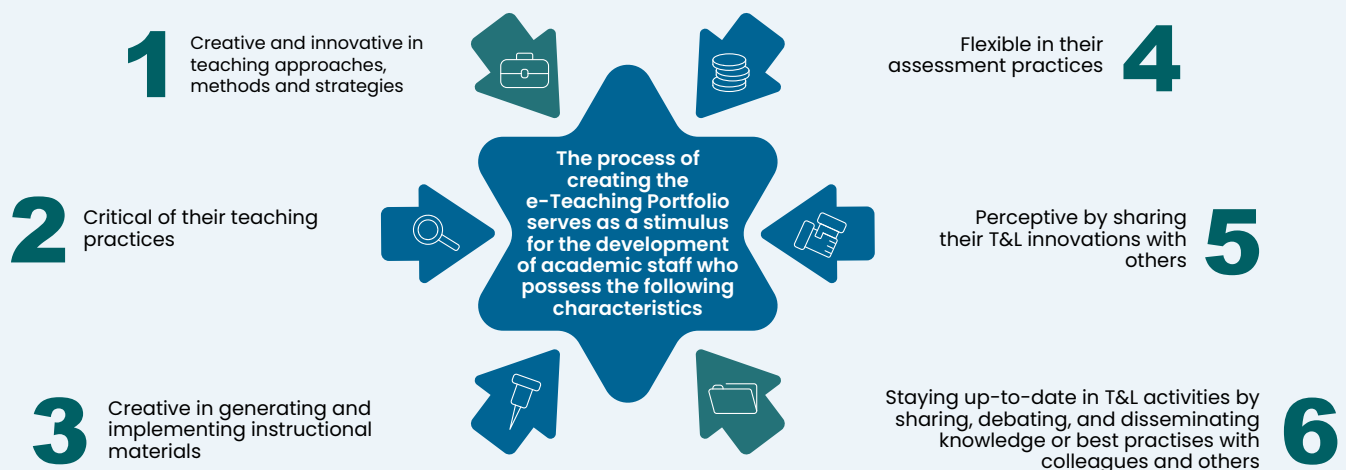
4. PHILOSOPHY, PRINCIPLES, AND VALUES RELATED TO THE TEACHING E-PORTFOLIO

4.1 The e-Teaching Portfolio is a tool for assessing an academic staff's scholarship based on evidence of activity, achievement, and job satisfaction.

Philosophy of teaching and learning that describes the scholarship of the lecturer

Overall planning and implementation strategy of T&L/supervisory and evaluation methods

Creativity and innovation and its impact on T&L (T&L/supervisory and evaluation methods)

The e-Teaching Portfolio generally includes the following information or components

T&L assessments and testimonials/Supervisory

Improving teaching/supervision and assessment as well as professional development

Scholarship in teaching/supervision and assessment

5. GOALS

5.1 The goal of the e-Teaching Portfolio is to demonstrate proof of teaching accountability and quality in the form of documents and evidence connected to T&L. The e-Teaching Portfolio is a collection and description of academic staff's teaching abilities and performance to demonstrate the breadth of teaching achievement, quality, and effectiveness.

1 Creative and innovative in teaching approaches, methods and strategies

2 Critical of their teaching practices

3 Creative in generating and implementing instructional materials

The process of creating the e-Teaching Portfolio serves as a stimulus for the development of academic staff who possess the following characteristics

4 Flexible in their assessment practices

5 Perceptive by sharing their T&L innovations with others

6 Staying up-to-date in T&L activities by sharing, debating, and disseminating knowledge or best practises with colleagues and others

5.3 Therefore, the main objectives of preparing the e-Teaching Portfolio are for the following purposes

    a. As a repository, compilation, and source of evidence on T&L activities and outcomes

    b. As a repository related to scholarly practice and achievement in T&L

    c. As a document demonstrating diversity and innovation in T&L activities

    d. As a reflection and self-evaluation approach for continuously enhancing T&L practises for self-improvement

    e. As a source of information on achievements in T&L for the purpose of exchanging ideas and sharing best practices and current knowledge with colleagues, supervisors and others

    f. As a means of instilling a culture of teaching excellence among academic professionals.

6 STRATEGIES FOR ACHIEVING GOALS

1. To ensure that the purpose of this strategy is accomplished in UUM, several targets and incentives have been identified, namely

    i. Incorporation of e-Teaching Portfolio target indicators (PI) in the Core 1 University Strategic Plan for each School.

    ii. Annual Performance Evaluation scoring of the teaching component (Quality) for academic staff using a Teaching Portfolio based on the grade of the post

2. In addition, this e-Teaching Portfolio information can also be used to prepare teaching portfolios for the participation of academic staff in the Outstanding Educator Award (Anugerah Pendidik Cemerlang) or the Distinguished Teacher Award (DTA).

7 ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

7.1 Dean or Head of Department

i. Plan and implement T&L-related training programmes for academic staff in collaboration with the University Teaching and Learning Centre (UTLC).

ii. Ensure that academic staff possess an e-Teaching Portfolio in order to meet the University's Performance Index (PI).

iii. Review and validate the e-Teaching Portfolio generated by academic staff for PI reporting of the University Strategic Plan on a quarterly basis.

iv. Monitor and verify the academic staff's e-Teaching Portfolio via the online Portal system.

v. Only the updated Teaching e-Portfolio, as approved by the Dean or Head of the Department, will be considered for the achievement of the University Strategic Plan PI (real-time data) and the awarding of academic staff's yearly performance appraisal marks.

7.2 Academic Staff

i. Responsible for providing high-quality T&L and supervision services that can aid in the academic growth of students and the building of a positive personality and traits.

ii. Develop their respective e-Teaching Portfolios using the platform provided by the University.

iii. Constantly update the content in the e-Teaching Portfolio at each teaching semester.

7.3 UUM Information Technology (UUMIT)

i. iCreate and manage a suitable platform for academic staff's e-Teaching Portfolios.

ii. Provide IT advisory services and guidance on how to use the platform.

iii. Assume responsibility for the security of data and personal information associated with users of the platform or application.

iv. Ensure that the UUM e-Portfolio system is capable of providing interval data/progress reports on the e-Teaching e-Portfolio to meet the university's needs.

7.4 The University Teaching and Learning Centre (UTLC)

i. Responsible for developing and delivering suitable T&L training to the University's academic staff.

7.5 Registrar's Department

i. Responsible for ensuring that the performance appraisal system which displays information and calculates e-Teaching Portfolio marks is valid and accurate.

7.6 Institute of Quality Management (IQM)

i. Responsible for reporting the performance (PI) of e-Teaching Portfolio of each School.

8. **IMPLEMENTATION**

   8.1 **Infrastructure and Platform**

      i. The University is dedicated to creating and improving infrastructure in accordance with the most recent advancements in higher education standards.

      ii. The University has created a suitable platform for academic staff to create e-Teaching Portfolios, which may be viewed via their respective portals.

      iii. Users can utilise this platform to create, share and engage with the academic community (engage) in order to foster an outstanding culture in T&L.

   8.2 **Guidelines for Preparation of e-Teaching Portfolio**

      i. Guidelines on the preparation of e-Teaching Portfolio are explained in the Guide to Preparation of e-Teaching Portfolio (refer to Appendix A).

      ii. The procedure or manual for utilising the UUM ePortfolio system is outlined in the UUM ePortfolio Guideline (refer to Appendix B).

9. **ACADEMIC STAFF PERFORMANCE APPRAISAL FOR TEACHING COMPONENT (QUALITY)**

   9.1 Performance appraisal for the teaching component (quality) is appraised based on the grade of the post as follows:

Bil	Jenis Borang	Teaching Portfolio /AOL
1	Lecturer	4
2	Senior Lecturer/ Lecturer who completed study leave / Lecturer Expected to Continue Studies / Lecturer to Continue Part -Time Studies	3
3	Associate Professor	1.5
4	Professor	1
5	Contract Lecturer	5
6	Language Instructor	6
7	Office Bearer II	1.5

   9.2 Performance appraisal is based on each subject taught during each semester.

10. **OTHER RELATED DOCUMENTS**

Report of the Minutes of the **296**th **UUM Senate Meeting No. 4/2021**

11. **POLICY REVIEW**

The e-Teaching Portfolio Policy goes into effect in June 2021, and it will be revised from time to time.

Prepared by: Special Committee for the Preparatory of the Teaching e-Portfolio Policy

Certified by: Deputy Vice-Chancellor (Academic and International)

Endorsed by: The Senate of Universiti Utara Malaysia

Date of Endorsement: **3 June 2021**