

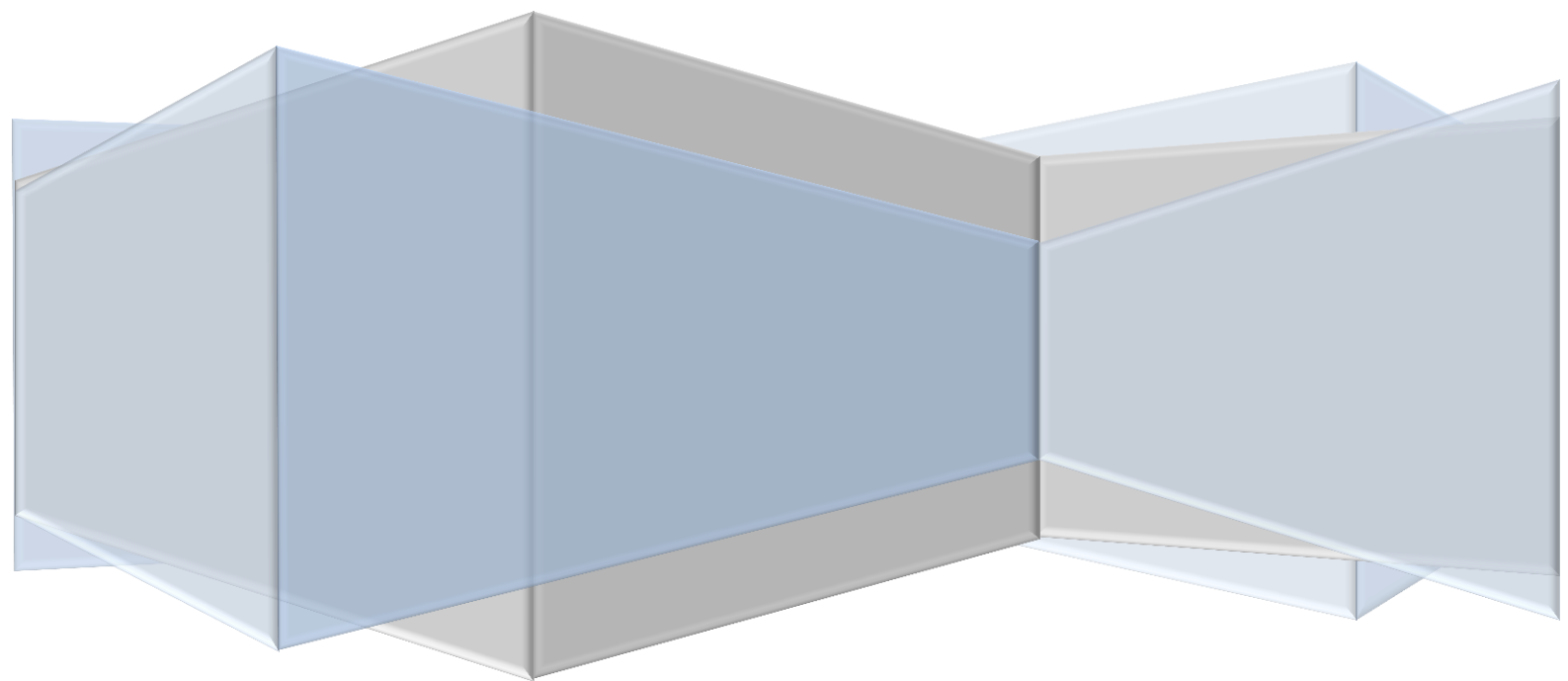


**Ministry of Higher Education and Scientific Research**

# **Documents of Quality Assurance Process**

**Higher Committee of Quality Assurance and Accreditation**

**pc267**





# Teacher Portfolio



## Preface

In this section the teacher states his/her philosophy and vision of teaching and academic lifetime.

### Part one: Personal information and academic background

Personal information	
Full Name	
Academic title	
When did you start teaching	
Number of years working as university teacher	
University	
Faculty/ college	
Department	

Education and Academic certificates				
Certificate	Specialization/ department	University	Country	Year granted
Bachelors				
High diploma				
Master				
PhD				

Academic Scientific title				
Academic Scientific title	Year granted	Place	Country	No of papers accomplished for this title
Assistant lecturer				
Lecturer				
Assistant professor				
Professor				

Language qualification					
Language	Mother tongue	Very good	Good	Average	Do not know
Kurdish					
Arabic					
English					
Others (...)					

Computer: list these software programmes that you use. This section does not include knowledge of e.g. Microsoft office.

Software	Level of use			
	Professional	Very good	Good	Average

**Part two: teaching and examinations: a copy of lesson timetable and course book should be attached**

**Undergraduate**

	Department	Stage	No of hours per week	No of students
1				
2				
3				
4				

**Postgraduate (High diploma, Master, Doctorate)**

	Subject	Level of postgraduate	No of hours per week	No of students
1				
2				
3				
4				

**Supervising postgraduate students**

	Research title	Department	Level of postgraduate	Start date	End date
1					
2					
3					
4					

**Defending sessions of postgraduate students**

	Name of postgraduate candidate	Department/ college/ faculty	University	Degree	Date of discussion
1					

2					
3					
4					

**Part three: Participation in developing the university through membership in committees in connection to the ministry of higher education, university, faculty/ college or department.**

Committee membership					
	Committee	Place of issuing the committee official document	Issue date	No and	Duties of the committee
1					
2					
3					
4					
Administrative and academic positions					
	Position	Place	Issue date	No and	Roles and duties
1					
2					
3					
4					
Appreciation letters					
	Place	Issue No and date	Roles and duties	Reason	
1					
2					
3					
4					

**Part four: Continuous Academic Development (this includes the current academic calendar only; activities of previous years should not be included)**

**1- Papers published**

Papers published in local journals				
	Title of paper	Journal	Impact Factor	Place
1				



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2				
3				
4				
<b>Papers published in international journals</b>				
	<b>Title of paper</b>	<b>Journal</b>	<b>Impact Factor</b>	<b>Place</b>
1				
2				
3				
4				
<b>Papers published in local conferences</b>				
	<b>Title of paper</b>	<b>Conference</b>	<b>Place</b>	<b>Date</b>
1				
2				
3				
4				
<b>Papers published in regional conferences</b>				
	<b>Title of paper</b>	<b>Conference</b>	<b>Place</b>	<b>Date</b>
1				
2				
3				
4				
<b>Papers published in international conferences</b>				
	<b>Title of paper</b>	<b>Conference</b>	<b>Place</b>	<b>Date</b>
1				
2				
3				
4				
<b>Membership at editing board of local academic journals</b>				
	<b>Journal</b>	<b>Date</b>	<b>Place</b>	<b>Impact Factor</b>
1				
2				
3				
4				
<b>Membership at editing board of international academic journals</b>				
	<b>Journal</b>	<b>Date</b>	<b>Place</b>	<b>Impact Factor</b>
1				
2				
3				

4				
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Peer review for local journals				
	Title of paper	Journal	Date	Impact Factor
1				
2				
3				
4				

Peer review for international journals				
	Title of paper	Journal	Date	Impact Factor
1				
2				
3				
4				

Peer review for the purpose of academic promotion				
	Title of paper	Name of researcher	Evaluation date	Note
1				
2				
3				
4				

Patent certificates				
	Project	Place	Field	Note
1				
2				
3				
4				

## 2- Scientific and academic books

Books (including translated ones) at local level						
	Title of book (as in its original language)	Language of writing	Place of publication	ISBN	Year	Note
1						
2						
3						
4						
5						



Books (including translated ones) at international level						
1						
2						
3						
4						

### 3- Presentations

International keynote speeches and seminars				
	Title of speech/ seminar	Place/ city/ country	Date of presentation	Name of conference
1				
2				
3				
4				

Local keynote speeches or seminars				
	Title of speech/ seminar	Place/ city/ country	Date of presentation	Name of conference
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

### 4- Attendance at seminars

Attending seminars at department/ college/ faculty				
	Title of seminar	Place	Date of presentation	Note
1				
2				
3				
4				

5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

### 5- Participation in workshops

Local workshops				
	Title of workshop	Place	Date	No of days
1				
2				
3				
4				
5				
Regional workshops				
1				
2				
3				
4				
5				
International workshops				
1				
2				
3				
4				
5				

### 6- Training courses

Local training courses				
	Title of training	Place	Date	No of days
1				
2				
3				
4				
5				
Regional training courses				
1				
2				
3				
4				
5				
International training courses				
1				
2				
3				
4				
5				

### 7- Organizing or teaching at seminars and workshops

Organizational/teaching roles at local workshops/ trainings				
	Title of training	Place	Date	No of days
1				
2				
3				
4				
5				
Organizational/ teaching roles at international workshops/ trainings				
1				
2				
3				
4				
5				

### 8- General activities

Publishing articles at newspapers and magazines				
	Title of article	Title of newspaper/ magazines	Date of publication	Place of publication of the newspaper/ magazine
1				
2				
3				
4				
5				
General seminars				
	Title of seminar	Place	Date	Note
1				
2				
3				
4				
5				
Press interviews (TV, newspapers and magazines, radio, websites)				
	Main subject	Channel	Place	Note
1				
2				
3				
4				
5				

### 9- Participating or organizing projects with private sector, community and outside university that serve the process of education and learning

List these projects that strengthen the relation between university and private sector and community as well as these projects related to students' trainings such as entrepreneurship.					
	Project title	Date	Place	Start date	End date



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1					
2					
3					
4					

### 10- Volunteering work

List these volunteering activities conducted with civil organizations, non-profit organizations and syndicates, as well as free consultation work.

	Title of activity	Place	Date	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

## Student Evaluation Form

University	
College	
Department	
Stage/ year	
Subject/ Module	
Academic year	

Dear student, for the purpose of improving the process of education and delivering the scientific message we would like to hear your opinions and notes which will definitely serve the process of education.

Please state your opinions on the items below; the results will only be used to improve the process of education

	Question	(1-5)	Note
1	At the start of the year the content and subjects have been explained		
2	The student is provided with a list of different references beside the main ones		
3	The nature of lecture and method of teaching are interesting and motivate the student to be expert in the field		
4	The module was effective and helped improve the student's capacity and skills in the field?		
5	Enough time was given for questions and answers?		
6	Necessary tools for explanatory purposes were used such as data show, audio, video, white board, etc.)		
7	In this module the student were given chances to do a seminar, report, research?		

8	The lecture started and concluded on time; no time was wasted		
9	During lecture the teacher acted respectfully		
10	The exam questions reflected the module's contents?		
11	The teacher uploaded the course module including syllables and other notes onto the university website which were comprehensible and easy to download?		
12	In general the teacher was successful in delivering the objectives of the course.		

1 - 2	2.1 - 3.5	3.6 - 4.5	4.6 - 5
Not accepted	Accepted	Good	Very good