

# Which information must be included in a teaching CV?

Each faculty has their own templates for what must be included in the CV and in which order content should appear.

On SDU Centre for Teaching and Learning's website: [www.sdu.dk/sduup](http://www.sdu.dk/sduup) you can find the specific Teaching Portfolio guidelines relevant for your faculty. Click '[Teaching Portfolio](#)' and scroll to the bottom of the site to see your relevant template.

The screenshot shows the 'Teaching Portfolio' page on the SDU Centre for Teaching and Learning website. The page features a navigation menu on the right with the following items: SDU Centre for Teaching and Learning, Lecturer Training Programme, Staff Development, Educational development, Underlying Principle of Education, Publications, Teaching Portfolio (highlighted), Sørlige projekter, Resources, Conferences, Organisation, Employees, and SDUUP News. The main content area includes the title 'Teaching Portfolio', a definition: 'A teaching portfolio is a collection of materials (text, audio, pictures, etc.) which shows and documents the teacher's pedagogical competences and experiences.', a photograph of a staircase, and text explaining its use for job applications and accreditation. A 'Share on' section includes links for Facebook, Twitter, Google+, and LinkedIn. A 'Related' section contains links to 'Portfolio - HUM', 'Portfolio - NAT', 'Portfolio - SAMF', 'Portfolio - SUND', 'Portfolio - TEK', and 'User guide for Blackboard's portfolio tool'. The footer shows the breadcrumb trail: SDU > About SDU > Departments and centres > SDU Centre for Teaching and Learning > Teaching Portfolio.

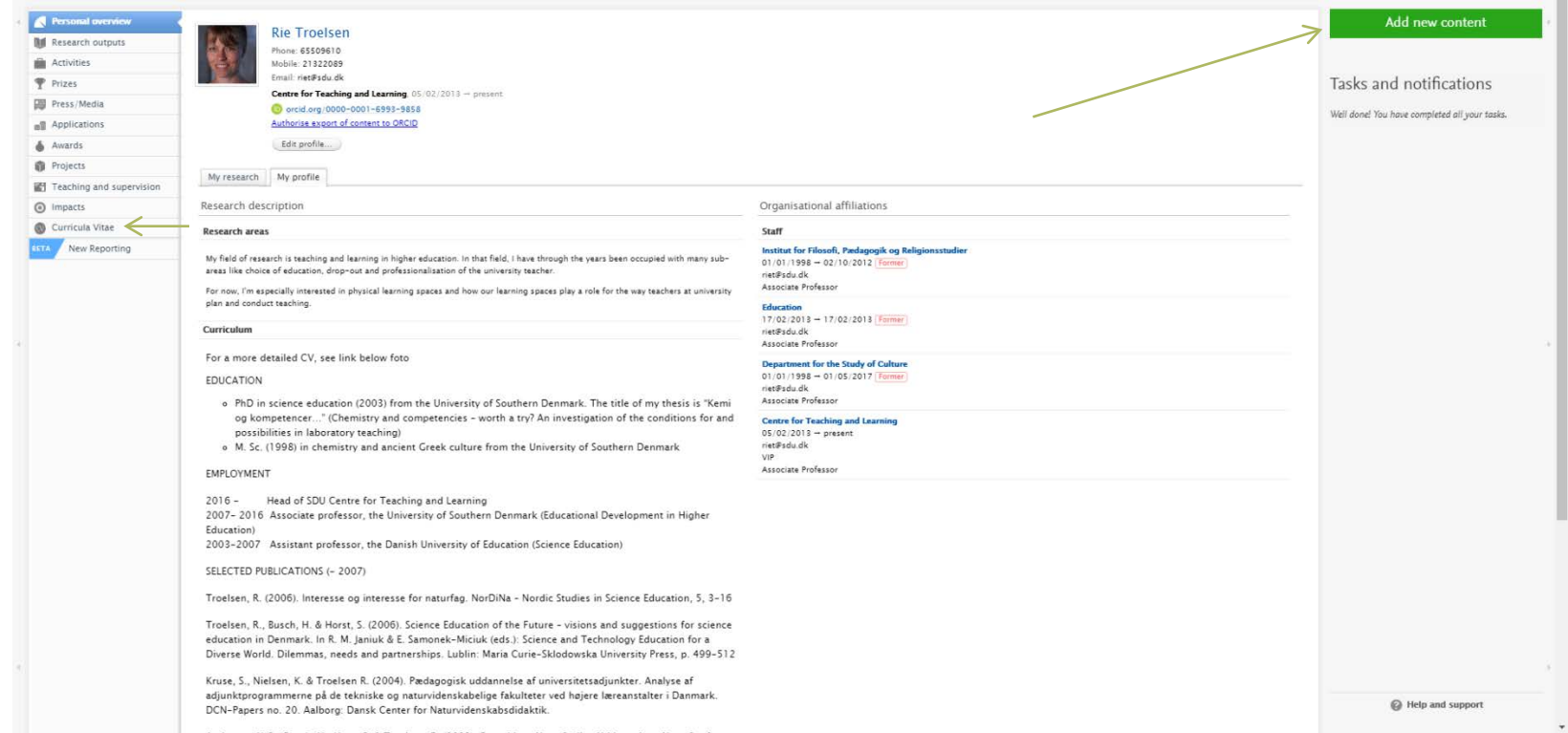
### Create a teaching CV

The teaching portfolio should be created in Pure. Log into Pure at [www.sdu.dk/pure](http://www.sdu.dk/pure) and use your regular SDU login. Make sure you use Chrome, Firefox or Safari as browser – this is important.

This layout is visible after successful login. You create your teaching portfolio by clicking the green button here which opens a new window on your screen.

If you already have CV's created in Pure, you can see them by clicking the tab 'Curriculum Vitae' in the left side of your screen.

Some have existing CV's originally from PDS. If you have one of these, you can access it from the button 'Edit profile...' below your picture. New CV's cannot be created here.

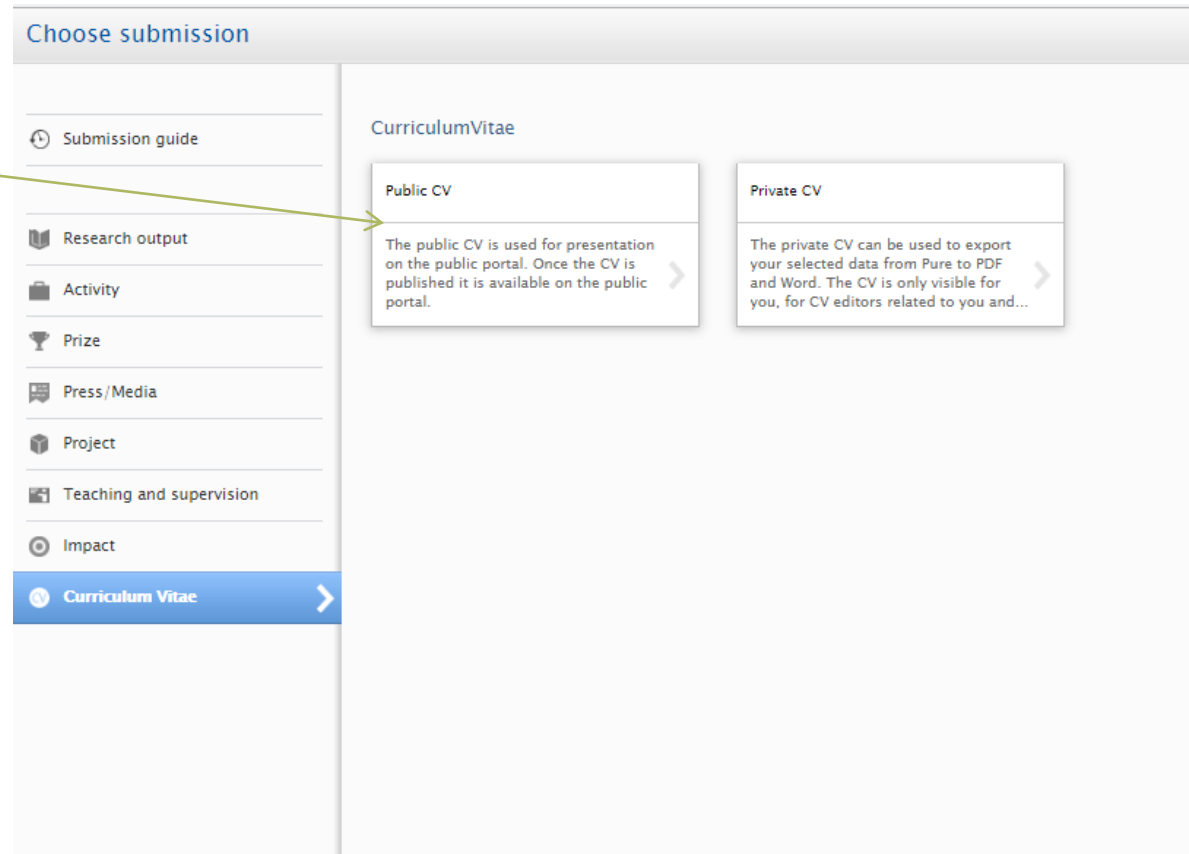


## Public CV

In the newly opened window, you find CV's in the tab 'Curriculum Vitae' to the left.

Always choose 'Public CV'. The CV will never be public before you decide it is done.

A 'Private CV' can never be made public on your research profile. It is not possible to change type afterwards.

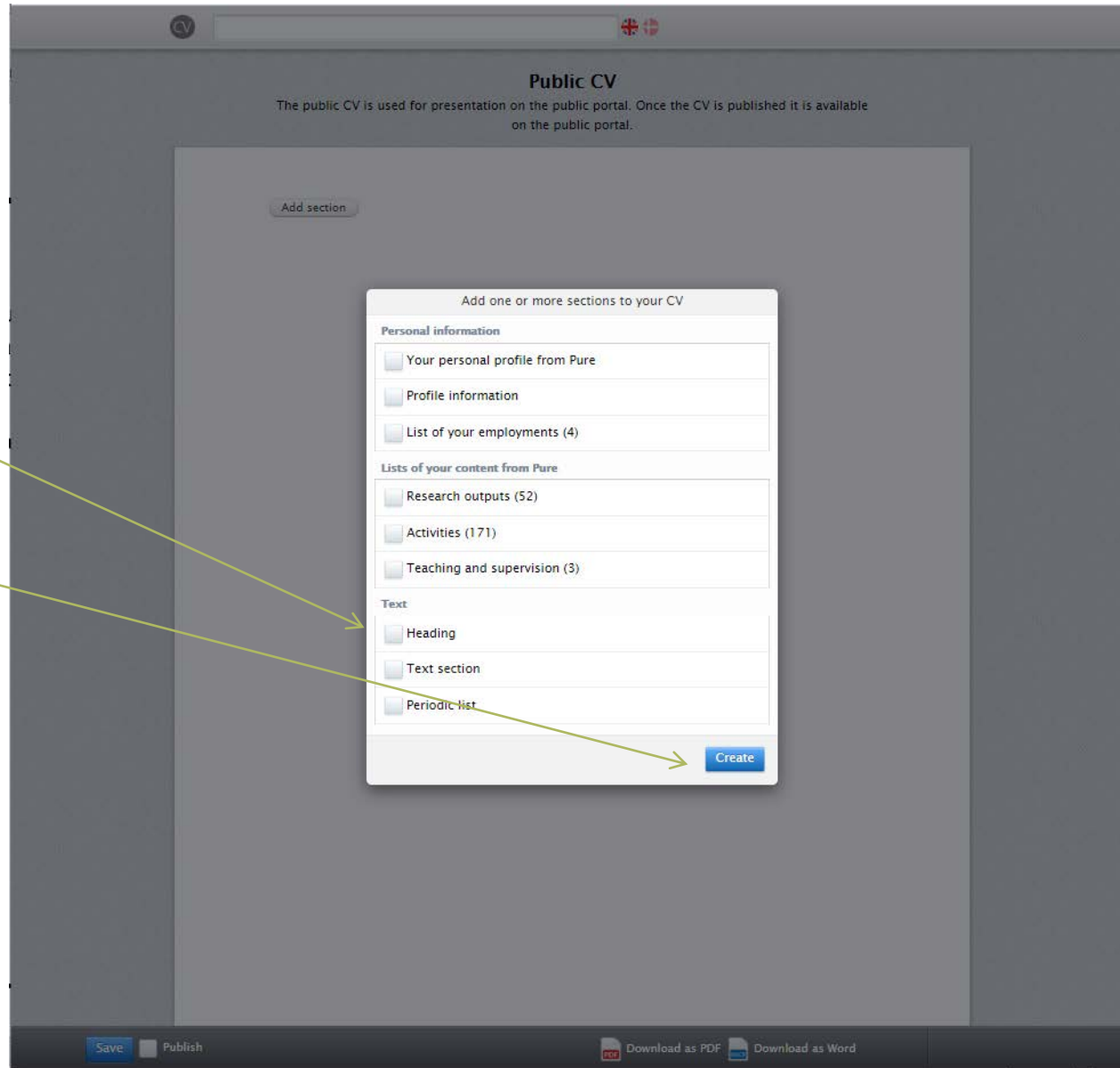


## CV Setup

You can make your CV from the options displayed in the first window.

First, pick a heading field for naming your CV.

Then click 'Create'.

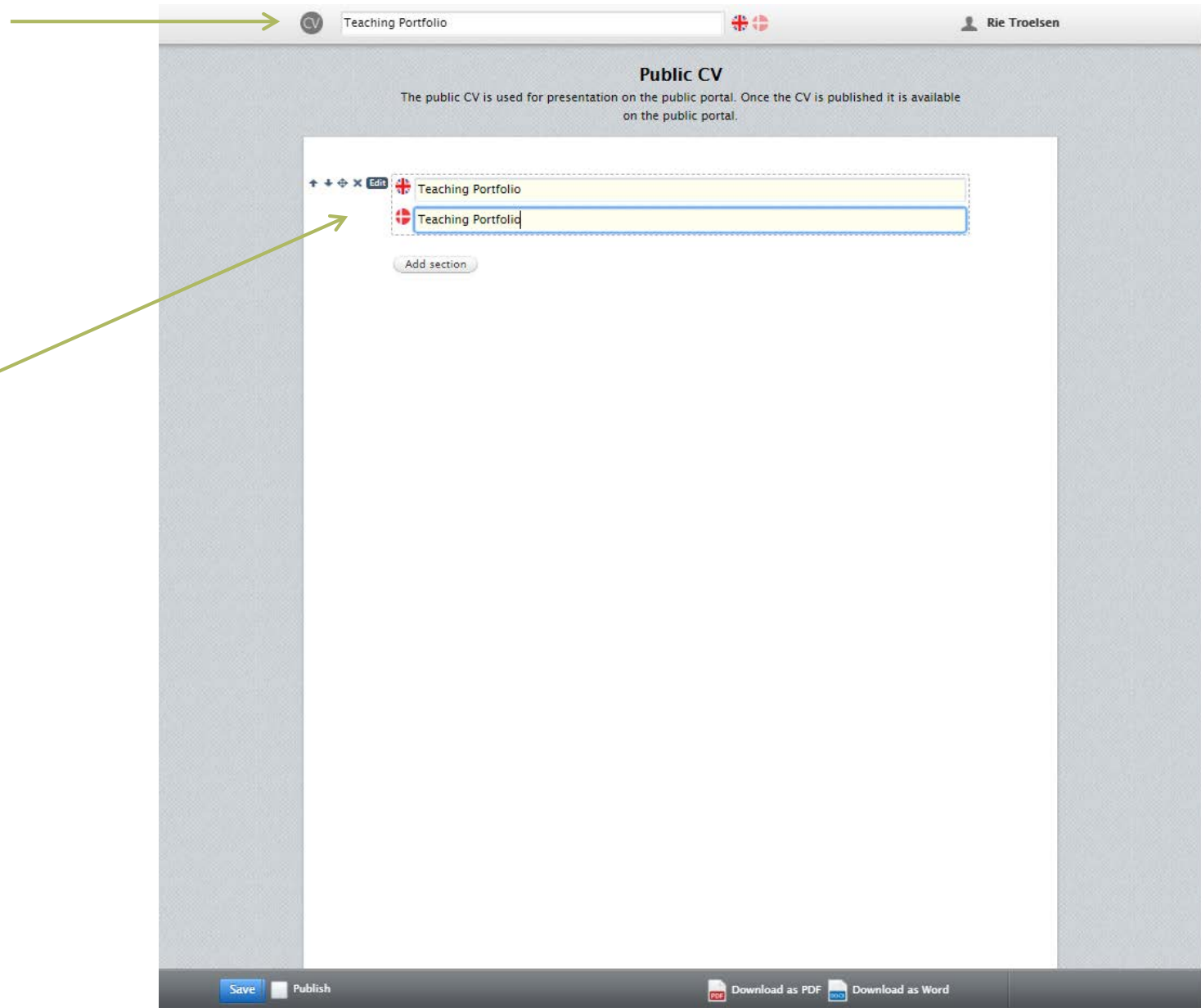


## Headings

This will create a text field for a heading.

You will get a text field for both Danish and English text. You can leave one of them empty.

Use the very top field to set the name that appears on your researcher profile.



## Add profile information

Add your profile information under the heading.  
Click the button 'Add section' below the heading you just made. This time click 'Your personal profile from Pure'.

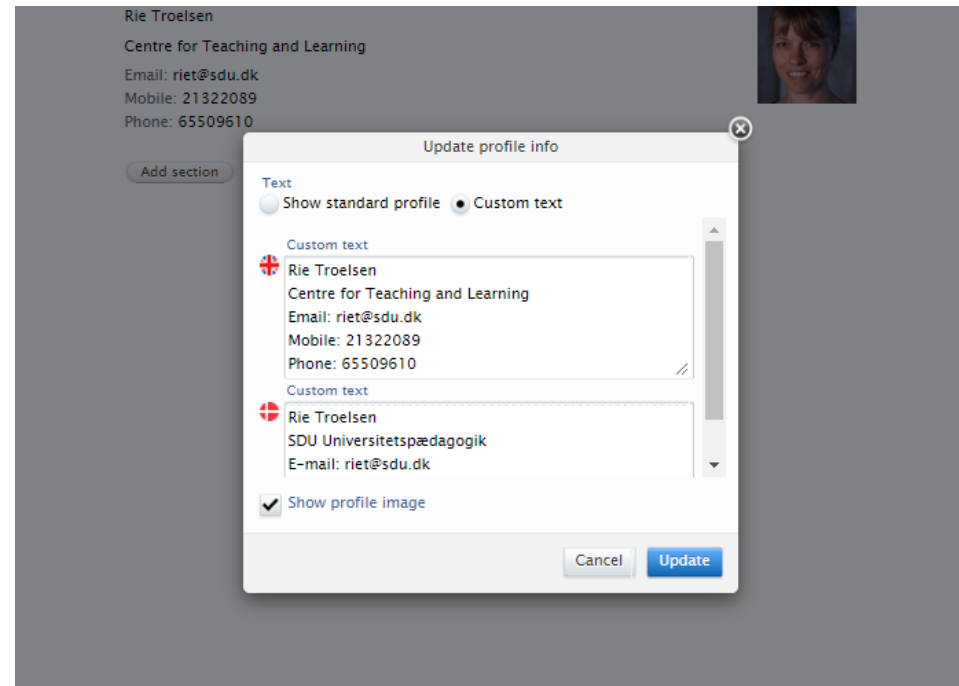
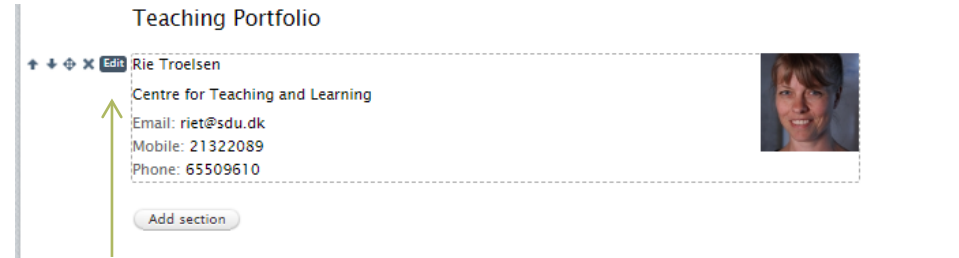
You can choose 'Standard profile' or 'Custom text'. Try choosing 'Standard profile' and 'Update'.

If you are not happy with the way your profile information is shown you can make corrections.

Changes are made by hovering your mouse over the information and then clicking 'Edit' in the left side of the section.

If you choose 'Custom text' you can make corrections in both English and Danish. Click 'Update' when you are done.

Need a picture on your profile?  
<https://www.sdu.dk/en/forskning/forskningspublicering/pure/help+and+services>

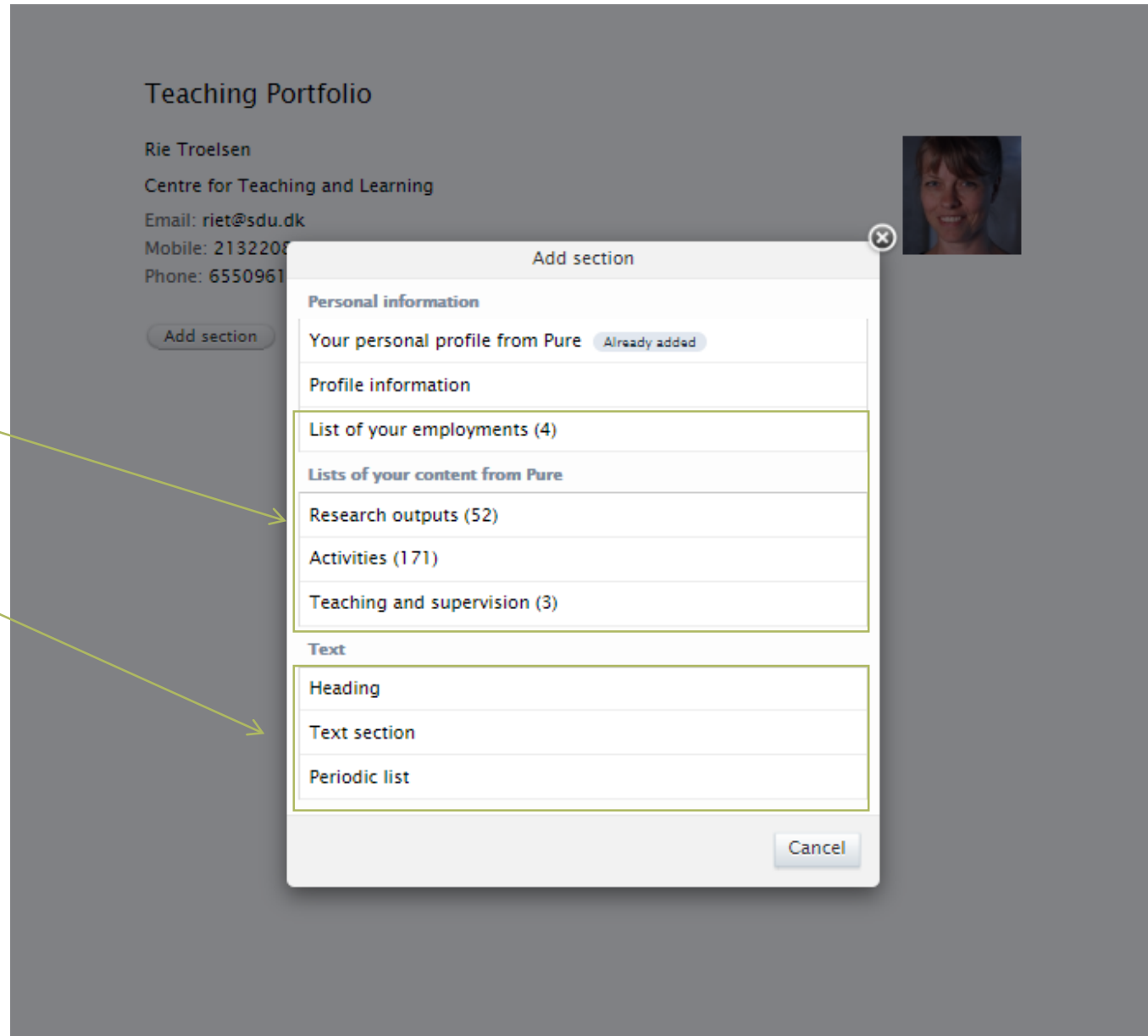


## You can now add your content...

You can use three options for adding your content

- Automated lists with content you already added to Pure earlier.
- Periodic list for listing content for example by year in a compact format.
- Text section for formulating full sentences or for copying you CV from another text document into Pure.

The options are further explained in the next slides.



## Automated lists

Automated lists are a good option if you already added information in Pure you want to use in your CV.

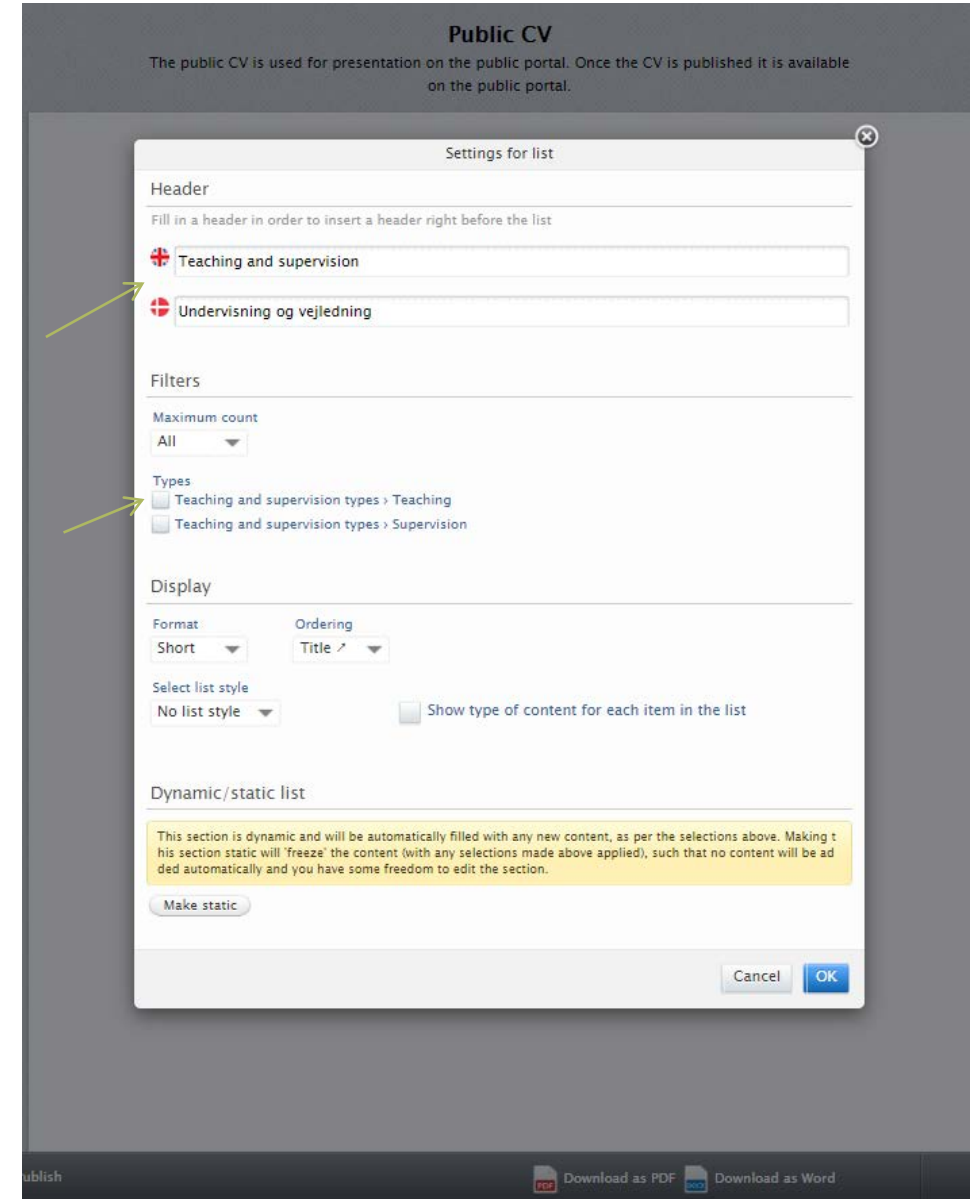
Choose a new section and the content type you want to add in your CV. The example to the right is made from 'Teaching and supervision'.

The window to the right opens after you have clicked on a content type. Note that you can only see 'Teaching and supervision' as an option if you have made an entry of this type beforehand.

Choose a better heading for the list and select that the list should only display i.e. teaching. Afterward you can make another list with only supervision.

All your teaching entries from Pure are shown in the list. If you want the option to deselect some of the entries, you can edit the list and click 'Make static'. Press 'OK' and you can delete and move entries in the list using the symbols to the right.

Lists can always be edited by hovering your mouse over the list and clicking 'edit'.





## Automated lists – additional options

Need to add some text between the heading and the list? Delete the heading in the automated list and add a new section with a heading and a section with a text instead.

The section to the right consists of:

1. Heading
2. Text
3. Automatic list without heading

If you have chosen a 'static' list instead of 'dynamic', you are able to move each entry using the symbols in picture 2.

If you keep the list 'dynamic', future entries will be imported in the CV automatically.

### Teaching Portfolio

Rie Troelsen  
Centre for Teaching and Learning  
Email: riet@sdu.dk  
Mobile: 21322089  
Phone: 65509610



#### Selected Teaching

My field of research is teaching and learning in higher education. In that field, I have through the years been occupied with many sub-areas like choice of education, drop-out and professionalisation of the university teacher.

#### Den interaktive forelæsning

Rie Troelsen  
09/03/2018 – 09/03/2018  
Entry in progress / Public – No restriction

#### Vejledning – roller og relationer

Rie Troelsen  
19/02/2018 – 07/03/2018  
Entry in progress / Public – No restriction

Add section

Static list

My field of research is teaching and learning in higher education. In that field, I have through the years been occupied with many sub-areas like choice of education, drop-out and professionalisation of the university teacher.

**Den interaktive forelæsning**  
Rie Troelsen  
09/03/2018 – 09/03/2018  
Entry in progress / Public – No restriction

**Vejledning – roller og relationer**  
Rie Troelsen  
19/02/2018 – 07/03/2018  
Entry in progress / Public – No restriction

Add teaching and supervision

Add section

## Periodic list

A periodic list can be used to make a compact list with a uniform insertion of the text.



Start by adding a new section with a heading. After that, add yet another section with a periodic list.

Then modify the fields that are added. Click the 'edit' button on the right side for edit options.

You can remove lines by clicking the 'x' on the right. You can also add additional lines by clicking 'Add period' when the green icon appears.

Remember to add text in both language boxes if you use the periodic list as it is required in order to save!

**1. Formel pædagogisk uddannelse**

2018	Kursus "PhD vejledning" (3 dage) SDU
2014	Kursus "PhD Supervision" (3 dage) KU
2013	Kursus "Studielederkursus lederuddannelse for studieledere (5 dage), AU
2013	Kursus "Vejledning - roller og relationer" (1 dag), SDU
2007-2010	Adjunktspædagogikum ved UC Lillebælt (3 årigt forløb med supervision, oplæg, vejledning. Forløbet afsluttes med en lektorafhandling.
2007-2011	Interne kompetenceudviklingsworkshops ved Institut for Idræt og Biomekanik, SDU

**2. Uddannelsesadministrative opgaver**

2016	Deltagelse i arbejdet med udarbejdelse af vidensgrundlag for idrætslæreruddannelserne i Danmark
2019 - nu	Medlem af Advisory Board for 'Advanced Analytics' ved SDU
2018 - nu	Medlem af arbejdsgruppe for 'Fremtidens uddannelser' ved SDU
2018 - nu	Projektleder for omlægning af kandidatuddannelsen i Idræt og Sundhed
2016-2018	Projektleder for omlægning af bacheloruddannelsen i Idræt og Sundhed
2015 -nu	Medlem af fagligt forum for idræt i stx
2015-nu	Medlem af faggruppen for teoretisk pædagogikum i idræt
2018 - nu	Næstformand i censorformandskabet for Idræt og Odontologi
2014-nu	Studieleder ved Idræt og Sundhed
2014-nu	Formand for studienævnet ved Idræt og Sundhed
2011-2014	Vicestudieleder ved Idræt og Sundhed, SDU
2009-2011	Koordinator for den praktisk-musiske faggruppe ved Læreruddannelserne, UCL

Study administrative tasks

2011-	Participation in the Nordic-Baltic Network for Educational Developers	↑ ↓ ↻ ✕ Edit
2011-	Participation in the Nordic-Baltic Network for Educational Developers	↑ ↓ ↻ ✕ Edit
2018:	Lorem ipsum dolor sit amet	↑ ↓ ↻ ✕ Edit
2017:	Lorem ipsum dolor sit amet	↑ ↓ ↻ ✕ Edit
2016:	Lorem ipsum dolor sit amet	↑ ↓ ↻ ✕ Edit
2015:	Lorem ipsum dolor sit amet	↑ ↓ ↻ ✕ Edit
2014:	Lorem ipsum dolor sit amet	↑ ↓ ↻ ✕ Edit

Add period

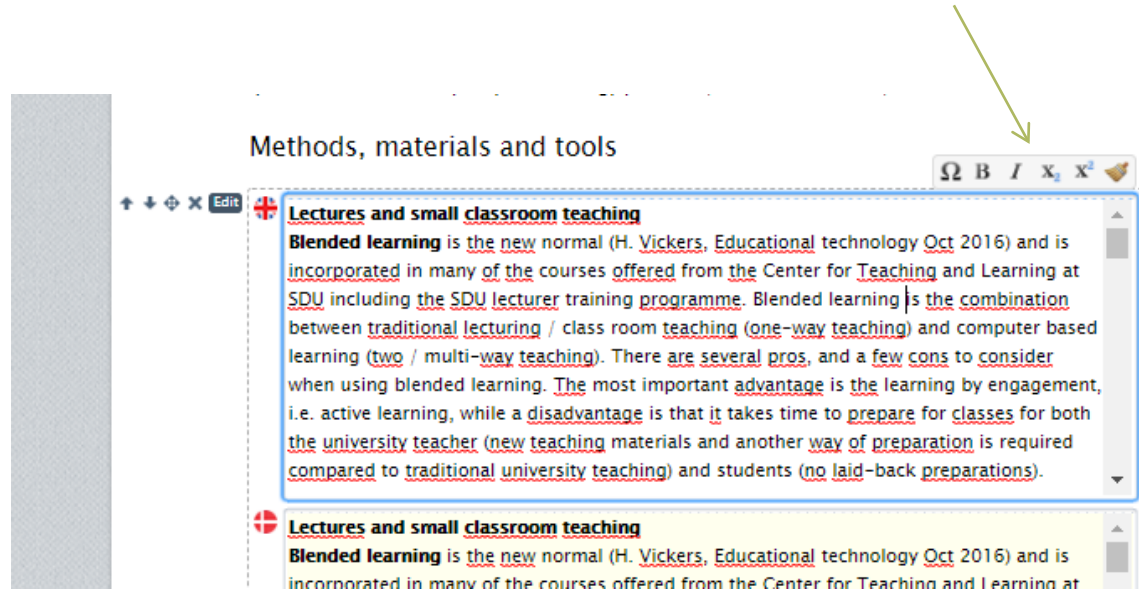
Add section

## Text sections

Most parts of your CV will be made from text sections.

Add a text section by clicking on 'Add section' and choose 'Text section'. You can leave one of the language boxes empty here.

When making your text field you have simple format tools available. Click 'Format' in the top right corner of the box for these.



## Copying from text documents like Word

If you made your teaching portfolio previously, you need to copy your text into the Pure format. It is not possible to upload files, so you will be using a combination of heading and text sections.

If your format is pressed together after you copy, you will need to add line breaks manually. Try to add one extra line break than you normally would if the text still looks wrong.

It can be beneficial to copy a section at a time to keep your headings visible in case the format suffers.

### About editing in Pure

All sections can be edited by clicking the 'Edit' button after hovering your mouse over that section. Use the arrows to move the section.

New sections can be added at the bottom button called 'Add section' or between sections by hovering the mouse between two existing sections. Click the green text when it appears.

Clicking the 'x' before the 'edit' button will delete that section.

When you are done and want your CV to be visible on your researcher profile tick 'Publish' at the very bottom. Remember to save afterwards.

Keep in mind the research portal has a significant delay. Your CV will not be visible in up to a day.

The screenshot shows a web browser window with the URL 'UndervisningsCV' and the user 'Rie Troelsen'. The page title is 'Public CV'. A message states: 'The public CV is used for presentation on the public portal. Once the CV is published it is available on the public portal.'

The CV content includes:

- Personal Information:** Rie Troelsen, Associate Professor, Department for the Study of Culture, Centre for Teaching and Learning. Email: riet@sdu.dk, riet@sdu.dk. Mobile: 21 322089, 21 322089. Phone: 65509610, 65509610.
- Teaching experience:** Lecturer Training Programme at Danish University of Education and University of Southern Denmark (course leader and teacher). 2006-; Courses for Heads of Study at University of Southern Denmark and at national level (course leader and teacher). 2015; Short courses on university pedagogical issues like supervision, feedback, assessment methods, teaching portfolio, lecturing etc. 2007-; "Pedagogical supervision" - an annual 5 hour course for Dansk Kiropraktorforening (Association of Danish Chiropractors); Instructor and teaching assistant on chemistry courses at University of Southern Denmark. 1997-2004.
- Supervision experience:** · Vejleder, Jens Jakob Ellebæk, UCSyd, ph.d. 2018-2020; · Bivejleder, Morten Rask Pedersen, IMADA, SDU ph.d. 2009-2012; · Vejleder, to specialer om kemididaktik, SDU 2002.
- Educational development experience:** · Development of Lecturer Training Programmes at Danish University of Education (2007), University of Southern Denmark (2007 and onwards), Metropolitan University College (2015); · Member of several project groups under the Student in Focus project at SDU, 2012-14, e. g. "Underlying Principles" and "Assessment and Feedback"; · Planning and teaching workshops as part of colleagues' educational development (staff development) at universities and university colleges in Denmark, 2007-; · Co-developer of Master in Science Education, Danish University of Education, 2005.
- Pedagogical education:** Participation in the Nordic-Baltic Network for Educational Developers (seminars, conferences and network meetings). 2011-; Participation in a wide range of conferences, seminars and other learning activities arranged by the

The bottom of the interface features a 'Save' button, a checked 'Publish' checkbox, and options to 'Download as PDF' and 'Download as Word'. A 'Show info' button with a red 'x' icon is also present.

## Examples and contact information

You can see examples selected by SDU Centre for Teaching and Learning to the right.

If you are in need of additional help to the Pure system see our pages here [Pure pages on sdu.dk](#).

- [Kim skak Larsen](#)
- [Anja Hvidtfeldt Stanek](#)
- [Henning S. Jensen](#)
- [Maria Bloksgaard](#)
- [Lasse Jakobsen](#)
- [Kirstine Davidsen](#)
- [Marian van Bakel](#)
- [Tobias Neher](#)
- [Birgit Juul-Kristensen](#)
- [Lars Breum](#)
- [Julie Emontspool](#)

The Pure Office

T 65 50 24 30

[puresupport@bib.sdu.dk](mailto:puresupport@bib.sdu.dk)