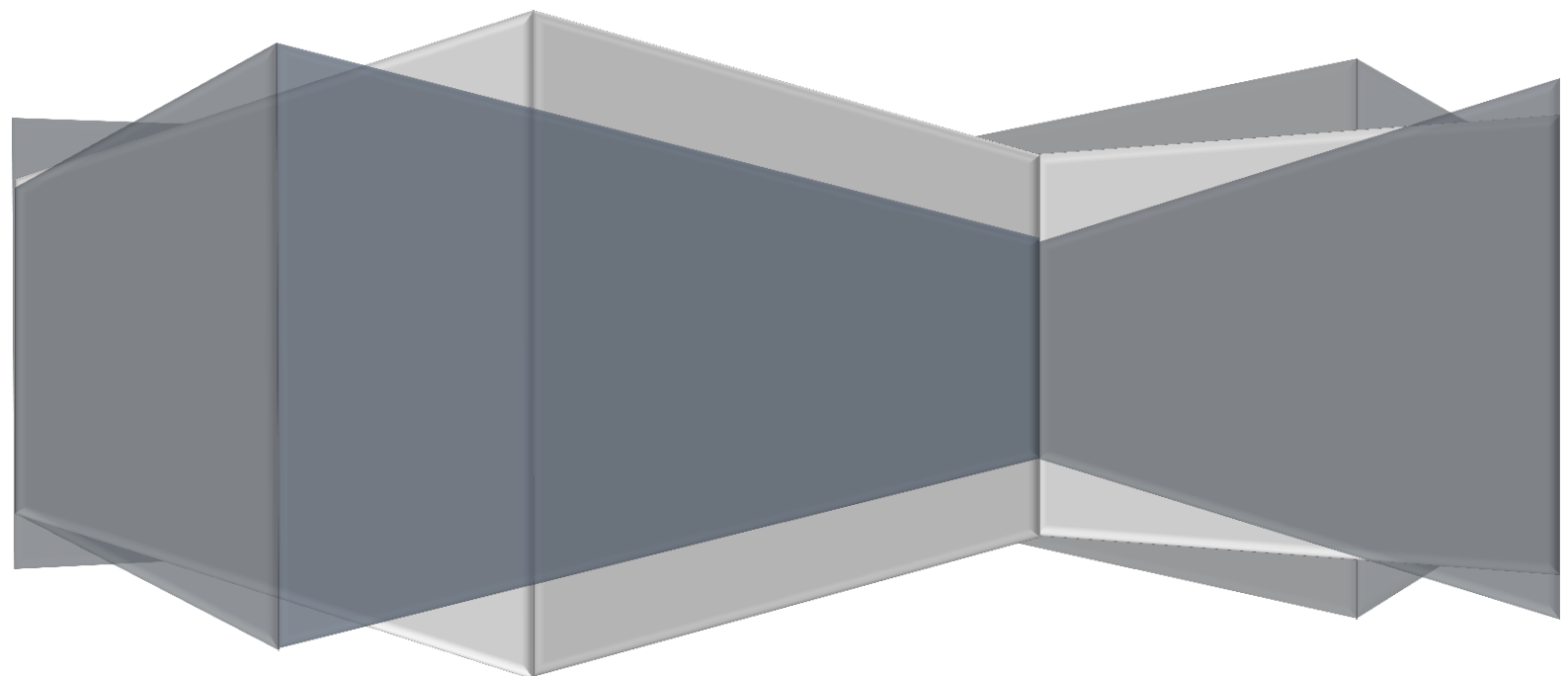


**Ministry of Higher Education and Scientific Research**



# **Documents of Quality Assurance Process**

**Higher Committee of Quality Assurance and Accreditation**





# Teacher Portfolio



## **Preface**

In this section the teacher must state 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 skills:** 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 |            |       |                      |                |
|---------------|------------|-------|----------------------|----------------|
| No            | Department | Stage | No of hours per week | No of students |
| 1             |            |       |                      |                |
| 2             |            |       |                      |                |
| 3             |            |       |                      |                |
| 4             |            |       |                      |                |

| Postgraduate (High diploma, Master, Doctorate) |         |                       |                      |                |
|--|---------|-----------------------|----------------------|----------------|
| No   | Subject | Level of postgraduate | No of hours per week | No of students |
| 1  |         |                       |                      |                |
| 2  |         |                       |                      |                |
| 3  |         |                       |                      |                |
| 4  |         |                       |                      |                |

| Supervising postgraduate students |                |            |                       |            |          |
|-----------------------------------|----------------|------------|-----------------------|------------|----------|
| No                                | 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 No and date | Duties of the committee |
| 1                                     |           |  |                   |                         |
| 2                                     |           |  |                   |                         |
| 3                                     |           |  |                   |                         |
| 4                                     |           |  |                   |                         |
| Administrative and academic positions |           |  |                   |                         |
|                                       | Position  | Place  | Issue No and date | Roles and duties        |
| 1                                     |           |  |                   |                         |
| 2                                     |           |  |                   |                         |
| 3                                     |           |  |                   |                         |
| 4                                     |           |  |                   |                         |
| Appreciation letters                  |           |  |                   |                         |
|                                       | Place     | Issue No and date<br>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                                  |                |         |               |       |



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

|   |  |  |  |  |
|---|--|--|--|--|
| 4 |  |  |  |  |
|---|--|--|--|--|

| Peer review for local journals                    |                |                    |                 |      |
|---|----------------|--------------------|-----------------|------|
|   | Title of paper | Journal            | Impact Factor   | Note |
| 1   |                |                    |                 |      |
| 2   |                |                    |                 |      |
| 3   |                |                    |                 |      |
| 4   |                |                    |                 |      |
| Peer review for international journals            |                |                    |                 |      |
|   | Title of paper | Journal            | Impact Factor   | Note |
| 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        | Authority Figure   | 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  |  |  |  |  |  |
| 5  |  |  |  |  |  |

### 3- Presentations

| International keynote speeches and seminars |                          |                        |                         |                       |
|---|--------------------------|------------------------|-------------------------|-----------------------|
|   | Title of speech/ seminar | Place/city/<br>country | Date of<br>presentation | Name of<br>conference |
| 1   |                          |                        |                         |                       |
| 2   |                          |                        |                         |                       |
| 3   |                          |                        |                         |                       |
| 4   |                          |                        |                         |                       |
| Local keynote speeches or seminars          |                          |                        |                         |                       |
|   | Title of speech/ seminar | Place/city/<br>country | Date of<br>presentation | Name of<br>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<br>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 training 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- Suggesting, participating, or organizing projects with private sector, community and outside university that serves 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 | Project field | Place | Start date | End date |
|   |               |               |       |            |          |



---

---

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

### 10- Volunteering work and activity

| List these volunteering activities conducted with civil organizations, non-profit organizations and syndicates, as well as free consultation work. |                   |      |       |      |
|--|-------------------|------|-------|------|
|  | Title of activity | Date | Place | 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 |