

# TDP Sample Workflow



The suggested timing here is flexible and will depend on your goals, teaching assignments, and other commitments. Consider how your own timing might look different given your specific context and goals.

Semesters 1-2

**Preparing to Teach**  
(Annotated Policy Sheet & First Day Plan)

**Essentials of Teaching & Learning**  
(4 workshops + reflections)

**Pedagogy Workshops 1-3**  
(plus reflections)

**Be observed\***  
(Microteaching, Teaching Observation, or Mid-Course Review plus reflection)

It's time to make a decision on next steps...

**Q:** Do you want to **finish** the Foundational Track or **switch** to the Advanced Track?



**A:** Finish Foundational Track

**Reflective Narrative**  
(plus Exit Form)



**B:** Switch to Advanced Track

**Be observed a second time**  
(Teaching Observation + reflections)

**Pedagogy Workshops 4-6**  
(plus reflections)

**Observe faculty + peer instructors**  
(plus reflections)

**Intensive Seminar**  
(plus reflection)

**Digital Teaching Portfolio**

**Reflective Narrative**  
(plus Exit Form & Exit Interview)

Semesters 3-6

# TDP Foundational Track in 1 Year

You can complete the Foundational Track in **one** (busy) year. Below is a recommendation for what that year could look like. Remember: because you are allowed to complete TDP requirements in any order and over any timeline as long as you're a registered student, the suggested timing below is flexible and will depend on your goals, teaching assignments, and other commitments.



**Take a moment to consider how your own timing might look different given your specific context and goals.**

## Semester 1

### 1. Preparing to Teach

(Annotated policy sheet and first day plan)

### 2. Essentials of Teaching & Learning

Essentials 1: Inclusive Teaching  
Essentials 2: Learning Objectives  
Essentials 3: Active Learning  
Essentials 4: Assessment & Feedback

*Plus a written reflection about each*

## Semester 2

### 1. Pedagogy Workshops #1-3

Choose any 3 workshops from the [TDP Event Finder](#)

*Plus a written reflection about each*

### 2. Be observed\*

Not currently teaching? Join a scheduled Microteaching session or contact us to schedule one in your department.

Currently teaching? Request a Teaching Observation or Mid-Course Review.

### 3. Reflective Narrative

Looking back at progress toward Foundational Track objectives, plus an artifact representative of your developed teaching practice

*Plus a written reflection*

Once all of the above assignments are complete, submit the **TDP Track Exit Form** ([bit.ly/ctl-tdp-exit](http://bit.ly/ctl-tdp-exit)) let the CTL know that you're finished.



# TDP Advanced Track in 3 Years

TDP participants can reasonably complete the Advanced Track over a three year period. Here's a recommendation for what those three years could look like. Remember: because you are allowed to complete TDP requirements in any order and over any timeline as long as you're a registered student, the suggested timing below is flexible and will depend on your goals, teaching assignments, and other commitments.



**Take a moment to consider how your own timing might look different given your specific context and goals.** Note: if you wish to complete the Advanced Track in *less than* three years, contact [CTLgrads@columbia.edu](mailto:CTLgrads@columbia.edu) for guidance.

## Year 1

- |  |   |
|--|---|
| 1. <b>Preparing to Teach</b><br>(First day plan + policy sheet)  | 3. <b>Pedagogy Workshops 1-3</b><br>(plus written reflections)                      |
| 2. <b>Essentials of Teaching &amp; Learning Series</b><br>(4-part workshop series, plus written reflections) | 4. <b>Be observed*</b><br>(plus written reflection)                                 |
|  | 5. <b>Set up teaching portfolio</b><br>(via the <a href="#">Track Change form</a> ) |



**\*Reminder**

**You must have a CTL Observation** (in addition to one other observation, including *Microteaching, Mid-Course Review, or a second Teaching Observation*) to complete the Advanced Track, so we recommend you **get observed as soon as possible** while you're actively teaching.

## Year 2

- |   |  |
|---|--|
| 1. <b>Pedagogy Workshops 4-6</b><br>(plus written reflections)                    | 3. <b>Intensive Seminar</b><br>(plus written reflection)       |
| 2. <b>Teaching &amp; Diversity Statements</b><br>(part of the teaching portfolio) | 4. <b>Be observed if you can*</b><br>(plus written reflection) |

## Year 3

- |   |                                       |
|---|---------------------------------------|
| 1. <b>Observe a faculty instructor</b><br>(plus written reflection) | 3. <b>Complete teaching portfolio</b> |
| 2. <b>Observe a peer instructor</b><br>(plus written reflection)    | 4. <b>Reflective Narrative</b>        |

Once all of the above assignments are complete, submit the **TDP Track Exit Form** ([bit.ly/ctl-tdp-exit](http://bit.ly/ctl-tdp-exit)) to set up your **Exit Interview**.

