# Documentation of Teaching

## Committee’s Evaluation of Teaching

**(Two page maximum)**

Overall assessment of candidate’s teaching contributions including: classroom instruction; supervision of graduate student instructors in undergraduate courses; conduct and supervision of laboratory instruction; mentoring of undergraduate and graduate students in research; advising students in the major; supervision of field work; and supervision of clinical and practicum experiences. **REMINDER:** For faculty members with interdisciplinary appointments, please comment on his or her contributions to interdisciplinary activities with regards to teaching.

## Comparison Report

The department, not the candidate, is responsible for generating a Comparison Report for the candidate. This information is available from the Registrar’s Office.

A Comparison Report offers more precise detail and allows the unit to select appropriate courses for comparison of the candidate’s record with those of departmental peers. Key principles for generating the Report are:

* Group the same or similar courses that have been taught by five of the candidate’s teaching colleagues. The courses selected for this comparison should have been taught during roughly the same time period. Provide a brief rationale (1-2 paragraphs) for the comparison courses and faculty selected for the Comparison Report. Note: If comparison data are not available for the same course, then select comparisons with similar courses in terms of level and size.
* It is permissible to group together different courses taught by the candidate if the unit believes they are similar, and then to establish comparisons to this group of courses.
* The Comparison Report will include either the word “candidate” or the rank of the faculty member whose E&E data you have selected for the comparison. **Please do not include the comparison faculty names in the table.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Rank* | *Course #* | *Course title* | *Teaching Role1* | *Term* | *Enrollment/ Responses* | *Q1* | *Q2* | *Q4* |
| Candidate |  |  |  |  |  |  |  |  |
| Candidate |  |  |  |  |  |  |  |  |
| Candidate |  |  |  |  |  |  |  |  |
| Candidate |  |  |  |  |  |  |  |  |
| Faculty 1 (rank) |  |  |  |  |  |  |  |  |
| Faculty 2 (rank) |  |  |  |  |  |  |  |  |
| Faculty 3 (rank) |  |  |  |  |  |  |  |  |
| Faculty 4 (rank) |  |  |  |  |  |  |  |  |
| Faculty 5 (rank) |  |  |  |  |  |  |  |  |