

#### IV. TEACHING *(To be completed by Candidate)*

This component contains 7 sections (A. – G.). Please complete all sections.

In section F, include both the numerical data summary information and student comments from [Evaluation Mart](#). Additional pages in this section should start after the Department Chair's pages (10c, 10d, 10e, etc.)

Also in section F, the Department Chair needs to sign a verification of the teaching data provided by the candidate.

In section G, the Department Chair needs to write a summary narrative regarding the candidate's teaching (start with page 10a, 10b, etc.). **Make sure to communicate with your Department Chair to allow them enough time to complete this task prior to submission of the entire portfolio!**

**A. GOALS & ACCOMPLISHMENTS (Provide a concise narrative describing your goals and accomplishments in the area of teaching. Please attach additional sheets, if necessary.)**

- B. **COURSES TAUGHT** (List & include course number and title.) In order to provide reviewers with an overview of the variety of courses you have taught, please list all courses you have taught while at USF, but list each only one time.

**Notes:**

**Tenure applicants:** Please list courses taught during your tenure earning years at the University of South Florida. (If candidate is seeking early tenure consideration based on courses taught at other institutions, please include a list of the courses taught along with course evaluations.)

**Promotion applicants:** Please list courses taught in the past **five** years or since last promotion/tenure award, whichever is the more recent.

C. TEACHING AWARDS, DISTINCTIONS (List all awards, distinctions, etc. and year received.)

1. Teaching Awards and Other Recognition:
2. Textbooks Published:
3. New Courses Developed:
4. Collaborative Efforts With Colleagues to Improve Teaching:
5. Scholarly Papers Published on Teaching in Your Field:
6. Innovative Methods:
7. Other:

D. DOCTORAL DISSERTATION COMMITTEES

Note: Please indicate if there is ***not*** a Ph.D. Program in your department.

**List including:**

- names of students
- dates of service
- indicate if Dissertation Director
- where possible, give information regarding the subsequent professional careers of these students

E. MASTER'S THESIS COMMITTEES

Note: Please indicate if there is not a Master's Program in your department.

**List including:**

- names of students
- dates of service
- if Thesis Director
- where possible, give information regarding the subsequent professional careers of these students

F. STUDENT EVALUATION OF TEACHING

Include both the numerical data summary information and student comments from [Evaluation Mart](#). Additional pages in this section should start after the Department Chair's pages (10c, 10d, 10e, etc.)

Please use the table provided through the links below to report for each course taught. **If data are incomplete or missing, please provide explanation.**

[Excel Table](#) (can be filled in on-line, printed and inserted into document)

OR

[Adobe Tables](#) (must be printed then filled in manually and inserted into document)

Lower Level  
Upper Level  
Graduate Level

- The table is set up to capture, by course level, a review of the candidate's mean scores on the 8-question standardized USF system student evaluation of teaching instrument.
- Quantitative data should be transferred from the data provided by Evaluation and Testing onto this reporting table, for the candidate, the Department and the College.
- If the department uses an internal instrument to supplement the university instrument, please provide a copy of that instrument and the data gathered from it, comparing the candidate with departmental colleagues.

**Tenure** - Please provide data for all of the tenure earning years.

**Promotion** - Please provide data for the past five years or since the last promotion/tenure award, whichever is the more recent.

***By signing this page I certify that I have verified the teaching evaluation information provided.***

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Print Name of Department Chair

Signature

Date

G. SUMMARY NARRATIVE OF TEACHING BY DEPARTMENT CHAIR

**A summary narrative by the chair must be provided (begin on page 10a). This summary should contain, but need not be limited to, comments regarding:**

- Professional development in the area of teaching;
- Information on levels and types of courses routinely taught (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.);
- Evaluation scores (ranges, comparison to departmental norms, trends, differences among courses taught, etc.);
- Peer evaluation (if conducted);
- The essence of comments from student evaluations. While the candidate attaches the comments in their entirety, some commentary that distills these comments is still required as part of the narrative.