

SECTION 7: EVALUATION OF TEACHING AND TEACHING PORTFOLIO

All departmental committees are required to submit a memo with a peer review of the candidate's teaching and Teaching Portfolio. This memo is separate from the letter in which committees make their recommendation on the candidate's promotion. The peer review memo is included in this section and should also be considered in the committee's recommendation. Departments should use the protocol for peer reviews from the Office of Instruction and Assessment: <http://teachingprotocol.oia.arizona.edu/>. This protocol requires that reviewers meet with candidates before observing their teaching and follow up with a meeting to discuss their observations. The protocol also recommends that candidates be given the opportunity to send their head a response to their teaching observation. More information is available at <http://facultyaffairs.arizona.edu/teaching-portfolios-and-reviews>.

Peer Review of Teaching and Teaching Portfolio

- Assessment of Teaching Portfolio (assessment of representative syllabi, tests, assignments, appropriateness for student population and currency of course content).
- Assessment of full TCE reports that includes comparison to other faculty.
- Summary of report(s) on classroom visit or other observations, on letterhead, dated, and signed by reviewer(s).
- Review of contributions to departmental and university teaching.
- Review of success of candidate's students or other evidence of effectiveness of instruction and mentoring.
- Summary of students' individual comments.

Student Evaluations of Teaching

Official [Teacher Course Evaluation](#) (TCE) Ƴ; ©

- TCE Participation History
- TCE Instructor's Short Comparison Report
- Individual feedback from undergraduate and graduate students, which may include individual comments on TCEs and letters from current and former students.