

## SECTION 6: TEACHING PORTFOLIO AND RESOURCES – CAREER-TRACK

Career-track candidates have the opportunity in the teaching portfolio to represent their teaching through a wide range of information and supporting documentation that demonstrates their teaching quality, outcomes assessment, scholarship in teaching, and innovations in course design.

If a candidate's workload does not include teaching, they do not need to complete this section.

Candidates may use the Leadership Portfolio in Section 7 to document their administrative leadership in curricular reforms beyond their own classes, if applicable. Questions may be directed to [facultyaffairs@arizona.edu](mailto:facultyaffairs@arizona.edu).

Please note, you must use the SCS-Dashboard in UAccess Analytics to download the Instructor | **Promotion and Tenure Summary Report** formatted for the P&T dossiers.

- **Section 6 will be forwarded to college/university committees.** Please limit to period in rank at the University of Arizona, **except** for **teaching awards** and **teaching grants**.
- This section will include both:
  - SCS/TCE **summary** reports
  - Open-ended SCS/TCE student responses
- **Section 6 is limited to no more than 100 pages total.**

Please view the brief video tutorial that details [how to download the Student Course Surveys \(SCSs\) reports formatted for P&T dossiers](#). Please note, this Analytics dashboard is different than the dashboard used for Annual Review reports.

Please view the brief video tutorial that details [how to download the Teacher Course Evaluations \(TCEs\) reports](#) collected before Fall 2019.

### Information on Teaching and Mentoring

\*Please limit to the **period in current rank at the University of Arizona** *except* for teaching awards and teaching grants.

\*\*Please do not include links to drives or folders that permit tracking of viewership activity (e.g., Dropbox, Google Drive, SharePoint, etc.)

This section is limited to **no more than 100 pages combined**.

#### **\*Extent of Teaching**

List of courses taught (**use the linked [Excel table template provided](#)**)

- Note the format(s) in which each course was taught: online, in person, or describe other modality.

#### **\*Course Descriptions**

Brief statements (2-3 sentences) on courses are useful to characterize student populations and instructional settings

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### \*Student Feedback

Candidates, departments or units should provide reports in the teaching portfolio. See [here](#) for more information.

Teacher Course Evaluation (TCE) Comparison Reports (only for courses before Fall 2019)

Student Course Survey (SCS) Responses (for courses in Fall 2019 and thereafter\*\*)

\*\*Student Course Surveys are not required in the promotion dossier from Spring or Fall of 2020

- *Please note, you must use the SCS Dashboard in UAccess Analytics to download Student Course Survey reports formatted for the P&T dossiers.*
  - *Please view the brief video tutorial that details [how to download the Student Course Surveys \(SCSs\) reports formatted for P&T dossiers.](#)*
  - *Please view the brief video tutorial that details [how to download the Teacher Course Evaluations \(TCEs\) reports](#) collected before Fall 2019.*

### \*Individual Student Contact:

Collaborations with undergraduates and graduates on research projects

Mentoring (use the linked [Excel Mentoring table template](#) provided)

Career counseling

Participation in honors program

Faculty advising of clubs and associations

Off-campus internships, service learning and other engagement activities

Clinical instruction

Independent studies directed and in progress

Theses directed and in progress, and year of graduation

Dissertations directed and in progress, and year of graduation

Service on other dissertation and graduate committees

### \*Contributions to Instructional Innovations and Collaborations

Teaching workshops attended or delivered

Development of new course materials and/or revision to new teaching format

Collaborations on curricular committees

Outcome-assessment committees

Scholarship/Research on curriculum and pedagogy that contributes to the candidate's or others' improved teaching and learning

### \*Teaching Awards and Teaching Grants

Department

National and international

College

Grants for teaching innovations

University

### \*Peer Observations

Candidates may include any previous teaching observations that were *not done* for promotion review. At least two peer observations are done at the time of promotion review and are included in Section 9. These reviews are organized by the department/unit committee, not the candidate.

### \* Supporting Documentation (optional)

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- Cover page listing all attached documents, containing a brief rationale for the inclusion of each:
  - Syllabi and major assignments
  - Rubrics for assessment or other activities
  - Selected examples of course content (lecture material, activities, websites, etc.),
  - Curricular reviews, and other contributions to scholarship on teaching
  - Open-ended Comment Reports from UAccess Analytics
    - A brief video tutorial of how to download the **Teacher-Course Evaluations** (TCE) and **Student Course Survey** (SCS) comments can be found [here](#).
  - Selected samples of student products or outcomes from courses, research, or mentoring activities. *Student's names and IDs must be redacted*
    - Please note** that student performances are FERPA-protected and cannot be shared unless part of a public performance, or unless the student has completed a release form for sharing in the dossier.

**Reminder:** **do not** include links to drives or folders that permit the owner to track viewership activity (e.g., Dropbox, Google Drive, SharePoint, etc.)