



(7) policies and procedures relating to teaching dossiers be reviewed on a regular basis

**CONTENTS OF UWO TEACHING DOSSIER**

**Teaching Responsibilities**

- list of all courses or segments of courses taught in the past 7 years (or since initial appointment), plus



effectiveness for all courses taught at UWO, or all courses taught in the last 7 years, whichever is less ..maximum length 3 pages (**Required**)

- letters from students, parents, former students, or employers of former students .. letters should be designated as solicited, or unsolicited, and if solicited, the letter of solicitation should be included. (**Inclusion of solicited letters is required. Inclusion of unsolicited letters is optional.**)
- colleague evaluations based on direct observation of classroom teaching .. maximum length, 2 pages (total) .... colleague observers should be selected by mutual consent of the faculty member and the Chair or Dean (**Recommended**)
- objective indicators of amount learned by students ... for example, mean student performance on a committee-graded or objectively scored final examination in a multi-section course (**Optional**)
- evidence of student success attributable, in part, to your teaching .. for example, awards, acceptance for advanced study (**Optional**)

### **Course Content and Course Management**

- colleague evaluations based on analysis of course documents and materials such as course outlines, assignments, and sample graded essays or exams .. maximum length 2 pages (total) .. colleague evaluators should be selected by mutual consent of faculty member and Chair or Dean (**Recommended**)
- formal student ratings of course (as opposed to instructor) quality or impact (**Optional**)

### **Student Supervision**

- letters from former undergraduate or graduate students for whom you served as thesis, research, or practicum supervisor .. maximum length 4 pages (total) .. letters should be designated as solicited or unsolicited, and if solicited, the letter of solicitation should be included. (**Inclusion of solicited letters is required. Inclusion of unsolicited letters is optional**)
- evidence of student success attributable in part to your supervision .. for example, awards, appointments, publications, acceptance for advanced study (**Optional**)

### **Prior Recognition**

- teaching awards or nominations (**Optional**)
- invitations to teach or contribute curriculum materials to other institutions or departments (**Optional**)

### **Professional Development**

- brief description of steps taken to improve your teaching, including workshops and seminars attended, courses completed, and peer consultation (**Optional**)

### **Educational Leadership**

- membership on curriculum or educational policy and planning committees (**Optional**)
- membership on committees responsible for evaluating or improving teaching (**Optional**)

- delivery of formal faculty development programs .. for example, running workshops, serving as peer consultant or faculty development specialist (*Optional*)

### **Research on Teaching**

- papers published or presented on teaching or curriculum issues, including articles proposing or evaluating new teaching methods or curriculum developments (*Optional*)
  - informal, unpublished research on teaching (*Optional*)
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*The* UNIVERSITY *of* WESTERN ONTARIO

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## Section 4 - Supplementary Comments on the Instructor

Please use the space below to provide supplementary written comments <sup>for</sup> on the instructor. For example, you may wish to explain the reasons for your numerical ratings or provide specific suggestions for improving instruction. Your comments will not be given to the instructor until final grades have been submitted to the Registrar.

[This area contains a large, empty rectangular box intended for handwritten supplementary comments on the instructor.]