

University of Arkansas, Fayetteville

ScholarWorks@UARK

TFSC Publications and Presentations

Wally Cordes Teaching and Faculty Support
Center

2-15-2023

Showcasing Your Teaching for Promotion and/or Tenure

Richard Cassady

University of Arkansas, Fayetteville

Samantha Robinson

University of Arkansas, Fayetteville

Jackie Wiersma-Mosley

University of Arkansas, Fayetteville

Christopher Shields

University of Arkansas, Fayetteville

Follow this and additional works at: <https://scholarworks.uark.edu/wctfscpub>



Part of the [Adult and Continuing Education Commons](#), [Adult and Continuing Education and Teaching Commons](#), [Educational Leadership Commons](#), [Higher Education Commons](#), and the [Higher Education and Teaching Commons](#)

Citation

Cassady, R., Robinson, S., Wiersma-Mosley, J., & Shields, C. (2023). Showcasing Your Teaching for Promotion and/or Tenure. *TFSC Publications and Presentations*. Retrieved from <https://scholarworks.uark.edu/wctfscpub/52>

This Video is brought to you for free and open access by the Wally Cordes Teaching and Faculty Support Center at ScholarWorks@UARK. It has been accepted for inclusion in TFSC Publications and Presentations by an authorized administrator of ScholarWorks@UARK. For more information, please contact scholar@uark.edu, uarepos@uark.edu.



Showcasing Your Teaching

Richard Cassady
Jacquelyn Dee Mosley
Christopher Shields
Samantha Robinson

Who are we?

Richard Cassady



Jacquelyn Dee Mosley



Christopher Shields



Samantha Robinson



What is the goal today?





First of All...

How do you know when you are ready to go up
for promotion and/or tenure?

**ARE YOU
READY?**

Gathering Materials



Faculty Review Checklist (next slides)



**Use Faculty Information System (FIS) to
your advantage**

<https://its.uark.edu/administrative-services/faculty-information-systems/index.php>



Faculty Review Checklist

- <https://provost.uark.edu/faculty-policies.php>
- <https://provost.uark.edu/policies/faculty-review-checklist-2020.pdf>
 - For Teaching Purposes, Focus on II. A. 2-5.

II. A. 2. Minimum of one additional item of evidence of achievement in teaching detailed in APS 1405.11 III.F.1.a-c (e.g., peer evaluation report, evidence of effective advising or mentoring, course portfolio, teaching awards, etc.)

From APS 1405.11.F.1.a. Students



- a) Evaluation from former students addressing the candidate's instructional performance and effectiveness in learning course material garnered by exit interviews letters of recommendations, or other methods specific to the unit.
- b) Evidence of effectiveness in direction of scholarship of undergraduate, graduate and postdoctoral students including student completion, placement, achievements, and publications.
- c) Evidence of effective participation in unit examination activities such as written and oral examinations for honors or graduate degree candidates.
- d) Performance of students on uniform examinations or in standardized courses.
- e) Evidence of effective advising and mentoring, both formal academic advising and mentoring of individual students.
- f) Evidence-based measurements of student learning (such as pre- and post-testing or student work samples) that meet defined student learning outcomes.



Example Materials to Gather

Students

- Evaluation from Former Students
 - Student Comments in Course Evaluations
 - Informal Student Feedback via Email
 - Student Letters of Recommendation
 - Consider gathering letters that focus on your teaching *and* letters that focus on your advising/mentoring
- Effectiveness in Direction of Scholarship of Students
 - Manuscripts
 - Including Publications, Manuscripts Under Review, Manuscripts in Preparation, etc.
 - Conference Presentations
 - Including Paper and Poster Presentations
 - Student Research Awards and Honors
- Consider saving a few example posters, presentations, conference abstracts, etc., as you can incorporate these into the 'Teaching Appendix'

II. A. 2. Minimum of one additional item of evidence of achievement in teaching detailed in APS 1405.11 III.F.1.a-c (e.g., peer evaluation report, evidence of effective advising or mentoring, course portfolio, teaching awards, etc.)



From APS 1405.11.F.1.b. Other Faculty

- a) Evaluation (by peers and/or administrators) of course materials, learning objectives, assignments, syllabi, and/or teaching portfolio.
- b) In class visitation and evaluation of instruction by peers and/or administrators.
- c) External evaluation of teaching by evaluators knowledgeable about teaching and/or scholarship in the faculty member's specific discipline either in-person or through recorded means.

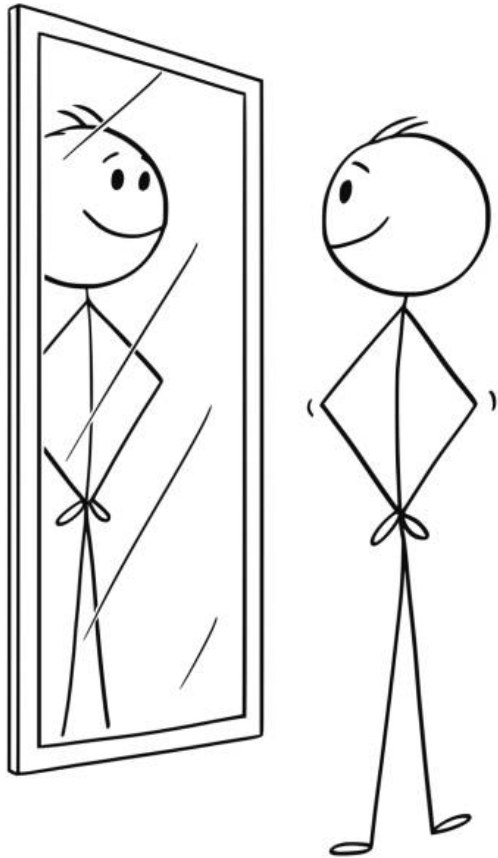
Example Materials to Gather

Other Faculty

- Evaluation by peers and/or administrators
 - Support Letters
 - Induction Letters e.g., Teaching Academy
 - TFSC Peer Observation Letters:
 - https://teaching.uark.edu/about-our-programs/peer_observation.php

II. A. 2. Minimum of one additional item of evidence of achievement in teaching detailed in APS 1405.11 III.F.1.a-c (e.g., peer evaluation report, evidence of effective advising or mentoring, course portfolio, teaching awards, etc.)

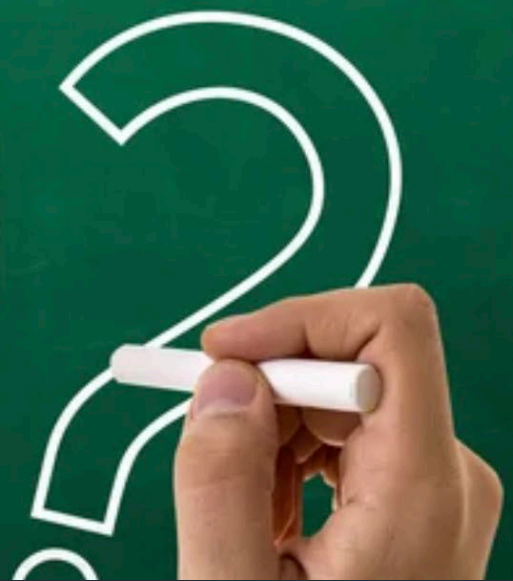
From APS 1405.11.F.1.c. Instructor



- a) Self-assessment of teaching such as a teaching portfolio that includes but is not limited to teaching materials, instructional techniques, innovative assignments, course structures or pedagogy, teaching philosophy statements, and/or responses to student and peer evaluations. Although a teaching portfolio is recommended, other methods of self-assessment can be used as directed by the unit.
- b) Evidence of curriculum development and interdisciplinary program participation including but not limited to:
 - i. Development and improvement of teaching laboratories.
 - ii. Continuous improvement of courses on a regular basis and/or the creation of new courses.
 - iii. Development and improvement of distance learning.
 - iv. Design and implementation of individual study courses.
- c) Evidence of participation in the scholarship of teaching including but not limited to:
 - i. Publications (textbooks, abstracts, articles, or reviews).
 - ii. Conference presentations.
 - iii. Grants/contracts to fund innovative teaching activities/course development.
 - iv. Participation in teaching conferences.
- d) Other professional development activities that support teaching.
- e) Recognition of teaching/advising including awards, election to offices, committee activities, and other service to professional associations as related to teaching.

II. A. 3-5

ANYTHING ELSE



3. Master's Theses or Doctoral Dissertations Directed.
4. Advising (by semester or year) since initial appointment or last promotion.
 - Describe advising duties and responsibilities, including any specific advising assignments, numbers of students advised, level of advisees, procedures and methods used, and any other details which indicate the range or quality of advising activities.
5. Other instructional activities.
 - Describe any teaching or advising activities not listed above, such as honors students supervised, post-doctoral students supervised, creative or unusual techniques devised or employed in teaching, coordination of multi-section courses, and participation in unit examination activities such as written or oral examinations for honors or graduate degree candidates.



Seek a Mentor – Be a Mentor!

The Timeline

The Nitty Gritty About the Packet

- Organization
- Bare Minimum vs. War and Peace Length
- Don't forget writing requirements, rec letters, mentoring (even informal), student accolades, etc.
- Quantify in a meaningful way what you can where you can
- Tell a story

What about External Reviewers?



What Questions Do You Still Have?

- Contact Us:
 - cassady@uark.edu
 - jwiersma@uark.edu
 - cshield@uark.edu
 - sewrob@uark.edu
- TFSC Peer Evaluation:
https://teaching.uark.edu/about-our-programs/peer_observation.php