

SECTION 7: EVALUATION OF TEACHING AND TEACHING PORTFOLIO

Student Evaluations of Teaching

- Official [Teacher Course Evaluation](#) (TCE) summary and materials
Instructors can access TCEs at: <http://tce.arizona.edu/instructors/view-your-tce-reports>
Candidate submits TCE to the department P&T Committee
 - TCE Participation History
 - TCE Instructor's Short Comparison Report
 - TCE Multi-Item Core Question Graphics
- If TCEs are not available, provide the equivalent form of evaluation that has a basis for comparison. *Provide quantitative summaries of student evaluations (do **not** provide individual questionnaire forms, explain scoring of forms, provide basis for comparison with other faculty in unit. Evaluations may be obtained from block directors, clerkship directors, faculty member, or the department head for medical students; from residency program directors for residents; and from fellowship program directors for Fellows.*
- Individual feedback from undergraduate and graduate students, which may include individual comments on TCEs and letters from current and former students.
- *Peer review should be added here following teaching evaluations and letters from students, residents and fellows. See "Reports(s) on classroom visitations or other observations" below.*

Submitted by the Candidate to the Department P&T Committee

Departmental Review

All departmental committees are required to review candidates' Teaching Portfolios and observe their teaching to assess the effectiveness of the course, including the course design and outcomes assessments. This evaluation must be included in this section and also incorporated into the departmental recommendation letter. Reviewers can refer to the protocols designed by the Office of Instruction and Assessment: <http://oia.arizona.edu/project/peer-review-teaching-protocol>.

- Instructional preparation and planning (assessment of representative syllabi, tests, assignments, appropriateness and currency of course content).
 - Assessment of full TCE reports that includes comparison to other faculty.
 - Summary of students' individual comments.
 - Report(s) on classroom visitations or other observations, on letterhead, dated, and signed by reviewer(s). *One or two peer reviews/year are expected to be provided by candidate. The members of the Academy of Medical Education Scholars (AMES) (<http://aoe.medicine.arizona.edu/>) have volunteered to provide this service when contacted by the candidate.*
 - Review of contributions to departmental and university teaching.
 - Review of success of candidate's students or other evidence of effectiveness of instruction and mentoring.

Prepared by the Departmental Committee