

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES TEACHING PORTFOLIO FOR PROMOTION REVIEW

Promotion Portfolios for Lecturers and Senior Lecturers in SBS include, in this order:

(1) A Cover Sheet with name, department, and position for which being considered

(2) A Curriculum Vitae

(3) A Personal Statement (3-5 pages maximum)

(4) Teaching/Instructional information and material as follows:

→ Teaching and Advising Summary

- *List of Courses Taught*

Use brief statements on courses to characterize student populations and instructional settings if needed. Note: you may find it helpful to use TCEs to refresh your memory (see last item, "Teaching Artifacts").

- *Individual Student Contacts*

(Feel free to add additional and/or bypass those that do not apply)

- Collaborations with students on projects
- Advising (number of undergraduate advisees)
- Mentoring and Career counseling
- Participation in honors program
- Advising of clubs and associations
- Off-campus internships, service learning and other engagement activities
- Independent studies directed and in progress
- Service on Theses or Dissertations committees

- *Contributions to Instructional Innovations and Collaborations*

- Teaching workshops attended or delivered
- Development of online and other course materials
- Collaborations on curricular and outcomes assessment committees
- Research on curriculum and pedagogy that contributes to such collaborations

- *Teaching Awards and Teaching Grants*

- Department and college
- National and international
- University
- Grants for teaching innovations

→ A Teaching Observation

Observations should be on letterhead, dated, and signed by reviewer(s). Information on teaching observations is available at teachingprotocol.oia.arizona.edu.

→ Teaching Artifacts

This section should include a well-organized and representative selection of instructional materials to document teaching effectiveness, outcomes assessments, and course designs. Among the items to include:

- Syllabi and major assignments
- Reports, curricular reviews, and other contributions to scholarship on teaching
- Letters from Students
- Official Teacher Course Evaluation (TCE) summary and materials
 - TCE Participation History
 - TCE Instructor's Short Comparison Report