# Teaching

## Courses, Awards, and Teaching Evaluations

(if applicable)

# NTTF Checklist for Teaching

Please include this checklist at the front of the Teaching section of the primary file.

- [ ] Check if not applicable. (no need for further action on this checklist)
- [ ] List in the primary file any teaching awards, including departmental awards, school or college awards, or university awards.
- [ ] List on one sheet in the primary file all courses taught, including term and enrollment, and instructor and department mean scores for the required questions from the course evaluation report.

Quantitative student evaluations:

- [ ] Include all evaluated courses since first appointment or last promotion.
- [ ] Include in the primary file a statistical summary page for each course with relevant comparative data.
- [ ] Include in the supplementary file the full course evaluation data for each course. Include all signed student comments in the supplementary file.

Peer evaluations of teaching:

- [ ] Include in the primary file peer evaluations, based on classroom visitations.

Optional – Teaching Portfolio

- [ ] Include in supplementary file the Teaching Portfolio. While it is not required, it is increasingly common practice for the candidate to assemble a teaching portfolio to document his or her creative efforts in instruction. Such portfolios have commonly included sample course materials, e.g., syllabi, exams, homework assignments, and the like. More elaborate portfolios have been submitted that include websites developed for courses and other more complex presentations of teaching efforts and innovations.