

College of Liberal Arts and Sciences Sample Chart for Summarizing Teaching Assignments

NOTE: In the version of this chart incorporated into or attached to the CV, inclusion of ACE summary scores is **OPTIONAL**.

In reviews for promotion and/or tenure the candidate **must** include the following ACE summary scores in the promotion dossier available to Departmental Promotion and Tenure Committee, the Departmental Consulting Group, the DEO, the Collegiate Consulting Group, the Dean, and the Provost: Effective Fall 2020, the 6 new required ACE Scores (shown below) must be included in the teaching chart. Prior to Fall 2020, the candidate **must** include the CLAS Core, Oral Communication Competence (or equivalent), and **at least** two additional ACE summary scores on the teaching chart. Summaries for courses offered prior to Spring 2016 **must** include Oral Communication Competence and **at least** five additional questions: in as much as possible, three of the five questions should be similar to the CLAS Core questions. The candidate may provide median or mean summary scores and must indicate which is used.

In all reviews for promotion and/or tenure, the departmental promotion and tenure committee must consider student evaluations of teaching in preparing its report. The appendix containing student evaluations of teaching is not forwarded to the college with the rest of the Promotion Record ([1.B.3.c.vi](#)). This appendix is available to the DCG and, upon request, to the College and University.

Semester/Yr	Advisees		Courses Taught		New Required ACE Scores					
	Undergrad	Graduate	Course Number and Title	Students Enrolled	Instructor used time well	Instructor comm. clearly	Teaching Methods helped students learn	Learning Materials facilitated student learning	Assessment aligned with objectives	Help was available to students
Fall 2020	10	8	XXX:xxx Course Title	75	3.9	5.2	4.2	5.5	4.1	5.5
			XXX:xxx Course Title	42	4.4	5.9	5.0	5.8	4.5	4.6
Semester/Yr	Advisees		Courses Taught		CLAS Core and Other Selected Scores					
	Undergrad	Graduate	Course Number and Title	Students Enrolled	Instructor was effective	Work assigned worthwhile	Instructor supported student learning	Oral comm. competence	Addl. Question #1	Addl. Question #2
Spring 2020	10	8	XXX:xxx Course Title	75	3.9	5.2	4.2	5.5	4.1	5.5
			XXX:xxx Course Title	42	4.4	5.9	5.0	5.8	4.5	4.6
Fall 2019	25	9	XXX:xxx Course Title	140	5.0	4.9	4.8	5.7	5.2	4.1
			XXX:xxx Course Title	10	5.3	5.5	5.7	5.1	4.8	3.9
Spring 2019	20	7	XXX:xxx Course Title	42	5.5	4.8	4.9	5.1	5.3	5.0
And so forth...										