

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 ACE summary scores in the version of this teaching chart that is placed in the promotion dossier available to the Departmental Promotion and Tenure Committee and the Departmental Consulting Group. At the time that the promotion record is submitted to the Dean's Office, the candidate **may replace** that teaching chart with a version that omits the ACE summary scores.

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 ([I.B.3.c.vi](#)). The appendix is available to the DCG and, upon request, to the College and University.

Semester/Yr	ADVISEES		COURSES TAUGHT		Selected ACE Summary Scores*			
	Undergrad	Graduate	Course Number and Title	Students Enrolled	Workload was reasonable	Instructor available to students	Grading was fair	Oral Communication Competence
Fall 2009	10	8	XXX:xxx Course Title	75	3.9	5.2	4.2	5.5
			XXX:xxx Course Title	42	4.4	5.9	5.0	5.8
Spring 2009	25	9	XXX:xxx Course Title	140	5.0	4.9	4.8	5.7
			XXX:xxx Course Title	10	5.3	5.5	5.7	5.1
Fall 2008	10	8	XXX:xxx Course Title	34	5.5	4.9	5.8	5.0
			XXX:xxx Course Title	57	4.4	4.1	4.6	5.8
Spring 2008	20	12	XXX:xxx Course Title	20	5.9	4.2	4.3	5.5
			XXX:xxx Course Title	80	4.2	5.9	5.7	4.9
and so forth...								

* The questions in columns 6-10 are for illustration purposes only. In versions of this table that include ACE scores, other standard questions/responses may be used and more than four questions/responses may be included.