

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 CLAS Core, Oral Communication Competence (or equivalent), and at least two additional 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, the Departmental Consulting Group, the DEO, the Collegiate Consulting Group, the Dean, and the Provost.

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		CLAS Core and Other Selected Scores*					
	Undergrad	Graduate	Course Number and Title	Students Enrolled	Instructor was effective	Work assigned was worthwhile	Instructor supported student learning	Oral comm. competence	Additional Question #1	Additional Question #2
Spring 2018	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 2017	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 2017	10	8	XXX:xxx Course Title	34	5.5	4.9	5.9	5.0	5.8	4.8
			XXX:xxx Course Title	57	4.4	4.1	4.6	5.8	4.2	5.2
Fall 2016	20	12	XXX:xxx Course Title	20	5.9	4.2	4.3	5.5	4.1	5.0
			XXX:xxx Course Title	80	4.2	5.7	5.7	4.9	5.3	4.6
and so forth...										

*In addition to the CLAS Core and Oral Communication Competence ACE Summary Scores, at least two other standard questions/responses must be used, adding more columns as appropriate. 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.