

Documenting Teaching Experiences for the CTL's Professional Development in Teaching Program:

Option 1: Teaching in a Course

There are two kinds of activities that count as "teaching experiences": teaching in a course and completing a research mentorship. The information provided below describes requirements for teaching in a course.

Teaching Experience Requirements

For a teaching experience to qualify, it must take place in a university course in a single semester. It must include at least 6 hours of qualifying instructional time (this could include any combination of activities such as: leading section (discussion, lab, studio), giving a lecture, facilitating activities in class or in a review session setting, etc.). This instructional time may not include time spent grading, holding office hours, or preparing to teach.

Teaching Experience Documentation Requirements

There are four elements necessary to document a teaching experience:

1. **A description of your instructional duties in the course.** This includes course name, number, and a breakdown of how you are fulfilling at least six hours of qualifying instructional time. If you are not the instructor of record, please cc the instructor when you email this information to your CTL staff contact.
2. **Student evaluations.** Written student evaluations can include formal, departmental end-of-the-semester evaluations, or they can be informal evaluations that you develop and provide to students in the course (e.g. an evaluation that you hand out at the end of a guest lecture so that students can provide you with feedback on your teaching for that day).
3. **Faculty or CTL observation.** This component is somewhat informal in that it is not a letter of recommendation, but instead a set of observations about your teaching on a given day or over the course of a semester. If you have a faculty member observe your teaching, they should provide you with a written document which contains at least 3-4 areas that are going well and another 3-4 areas that you might work on in future teaching opportunities. We have an optional form on our website that they can use for the observation. Alternatively, the faculty member may speak with you about your teaching and then you can write up notes from this conversation, ccing them when you forward the information to the CTL. If it is not possible to get feedback from a faculty member, or if you'd like an outside observation, CTL staff members can provide you with professional, confidential feedback for free.
4. **Self-Reflection.** After completing the course and examining feedback from students and faculty or CTL, you'll write a short self-reflection of approximately 500 words which : 1) identifies one or two strengths in your teaching, 2) identifies one or two areas for growth in your teaching and outlines steps you are taking or will take to improve in these areas, and 3) describes what you would do differently to improve learning if you taught in this course again in the future. This document should be forwarded to your CTL staff contact.

Teaching Experience Documentation Timeline

The following is a suggested timeline for documenting a teaching experience

Beginning of the Semester: Provide the CTL staff member designated for your department with a description of your duties in a course so that you can verify that the experience will count towards a program. CC the faculty member on this communication if you are not the lead instructor in the course.

Mid-Semester: Ask either a faculty member or the CTL to observe your teaching. Make sure to get feedback from this observation in writing and (if receiving faculty feedback) to send it to the CTL staff member whom you have been working with.

End of the Semester/Post-Semester: If you haven't already gotten informal student feedback, be sure to get end of semester feedback from students. Provide the CTL with this information along with your self-reflection so that we can sign off on your teaching experience.

*If you've decided to become involved with the Professional Development in Teaching Program after you've completed some or all of your MTE experiences, please contact your designated CTL staff member for information about how to backdate teaching experiences. Updated 6/30/21