

# **Documenting Your Teaching for Tenure and Promotion**

**March 29, 2017**



# Documenting Your Teaching for Tenure and Promotion

Granting of tenure provides stability for

- faculty member
- University of Waterloo



# Documenting Your Teaching for Tenure and Promotion



The granting of tenure normally will require a record of strong performance in both scholarship and teaching, with satisfactory performance in service.

*(Policy 77)*



# Documenting Your Teaching for Tenure and Promotion

“Teaching” is wide-ranging:

- It takes **many different forms**
- It has **many different components**
- It can occur in **many different environments**

*(Policy 77)*



# Documenting Your Teaching for Tenure and Promotion

## Assessment of Teaching:

- teaching competence and effectiveness
- classroom performance
- breadth of teaching

*(Policy 77)*



# Documenting Your Teaching: Points to Consider

1. Read Policy 77 – *Tenure and Promotion of Faculty Members*.
2. Before the process begins, discuss your most recent performance review with your department chair.

**Discuss any potential issues that may have been identified before submitting your dossier to the departmental P&T committee!**



# Documenting Your Teaching: Points to Consider

3. Write like you have never written!

**Keep in mind that the further into the process the dossier goes, the less the committee will know about your discipline.**

**Your dossier has to be informative on several levels!**



# Documenting Your Teaching: Points to Consider

4. Start early!
5. Paint a clear picture of credible, quality contributions.
6. Your dossier needs to be well supported.

**Don't undersell your accomplishments but also don't exaggerate them!**





# Documenting Your Teaching: Points to Consider

7. Get a peer evaluation of your teaching done by a faculty member from a related discipline.
8. For collaborative teaching, clearly describe your role.



# Documenting Your Teaching: Points to Consider

9. Where weak points exist in a dossier – account convincingly for what exists and why.

**Explain what is being done to improve!**

10. Be especially thoughtful when it comes to suggesting potential external referees.

