

## Department of Visual and Performing Arts

### Annual Evaluation of Teaching Process

The Department of Visual and Performing Arts is committed to high standards for teaching among its faculty. The department supports the submission of a teaching portfolio by each faculty members as a part of an annual review of teaching effectiveness. These materials will be submitted to the chair annually at or before the department charge (usually held during the first week when faculty return to regular contractual duties).

The teaching portfolio consists of at least four elements, each worth 25% of the total evaluation. Two elements of the portfolio are mandatory. The other two elements may be chosen from a list of options:

External Evaluation (each worth 25%, total of 50%):

- End-of-Semester Student Evaluations of Teaching
- Peer review of faculty performance(s) related to teaching
  - Faculty selects reviewer and arranged the time of review
  - Mandatory for tenure-track and non-tenure track
  - Mandatory only *every three years* for tenured faculty. When not required, they may choose a third option in the self-evaluation group in lieu of a peer review.

Optional list: Choose two from among the following (each worth 25%, total of 50%):

- Teaching scholarship (limited to 10 pages)
- Personal Teaching Reflection (uploaded to Digital Measures, can email as separate document)
- Demonstrations or examples of students work (limited to 10 pages or 10 minutes)
- Teaching awards
- Video of a class session (limited to a 10-minute excerpt)
- Other video or audio selections related to teaching (limited to 10 minutes)
- Samples of course materials with an explanation (limited to 10 pages)
- Documentation of professional development efforts related to teaching