



Demystifying DES B

Eight semesters of teaching in seven years (or four years of continuing service, excluding summer semesters).

ELIGIBILITY

REQUIRED DOCUMENTS

- Form B
- CV
- Evidence of Teaching Excellence (see below)

Your entire dossier should not exceed 85 pages.

EVIDENCE OF TEACHING EXCELLENCE

One-page list of things you can relate (even loosely) to teaching that will be included in your dossier.

Include: website, peer evaluations/teaching observations, letters or emails from students, description of how you've arranged teaching materials, list of publications, presentations, and guest lectures related to teaching (even loosely), list of grants awarded to support instruction.

01

GATHER MATERIALS AND MAKE A LIST

Four pages max.

The foundation of everything.

Put on your storytelling hat.

Include teaching philosophy, specific examples of excellent teaching (e.g. assignments, anecdotes), student comments from SIRS.

02

REFLECTIVE ESSAY

Evidence to support the narrative from the reflective essay.

- Syllabi (most recent version for each class)
- Observation reports
- SIRS
 - Do not include every SIRS from every semester
 - Identify key categories/questions that relate to your course learning outcomes and include aggregate data
 - Pull key student comments that relate to your teaching philosophy and other evidence

03

TEACHING MATERIALS

THEN WHAT HAPPENS?

WHO IS YOUR AUDIENCE?

Audience for entire dossier varies by department, but think about your chair and your dean.

Then it goes to the Associate Provost and Associate Vice President of Academic Human Resources.

