

Appendix C

Name of Candidate: _____

TEACHING

Evaluation of Faculty Contributions to Teaching:

Outline for Compilation

Essential Elements:

1. Faculty Member's Self-Assessment.
2. **Peer Evaluation** by faculty member(s), based on direct observation. Evaluators may choose to use the Peer Evaluation of Faculty Contributions to Teaching form (below), or the evaluation may take the form of a referee letter.
3. Written materials (syllabi, special initiatives, reports, etc.) pertaining to education.
4. Summary of student, resident, graduate student evaluations, obtained from data collected by the Offices for Medical Education or Graduate and Postdoctoral Education office, as appropriate.
5. Letter of recommendation from Department Chair/Center Director must include a summary the quantity and quality of the faculty member's teaching.

Name of Candidate: _____

TEACHING

Faculty Member's Self-Assessment of Teaching Contributions

Please discuss each item; limit your comments to one page.

1. Describe your involvement in teaching and education, which may include any or all of the following: direct teaching (describe learners / context); assessments of learners; curriculum development; mentoring and advising; or educational leadership and administration. For each activity, please convey the nature of your work beyond that portrayed on your CV.
2. Describe your approach to education, supported by educational principles that underlie your teaching and your experience with how people learn. What are your teaching objectives, strategies, and methods? If you have opted to *not* include an educator portfolio, please submit sample syllabi, lecture handouts, or other similar materials as applicable to convey the nature of your teaching.

Appendix C

Name of Candidate: _____

Name of Evaluator: _____

TEACHING

Peer Evaluation of Faculty Contributions to Teaching:

Peer Evaluation by faculty member(s), based on direct observation

An excellent teacher is enthusiastic, knowledgeable and capable of conveying key information in an engaging, challenging manner which invites questions. Such an individual is responsible for timely feedback and, when serving as an advisor, commits to responsible ongoing oversight of the progress of the student's development. Please provide a commentary considering these and other points which will specifically identify the quality of the candidate's teaching. Limit comments to one page. *Evaluators may choose to use this form, or the evaluation may take the form of a referee letter.*

Name of Candidate: _____

RESEARCH/SCHOLARSHIP/INSTITUTIONAL SCHOLARSHIP

Faculty Member's Self-Assessment of Research and/or Other Scholarly Contributions

A self-assessment of published work assists reviewers by providing the candidate's perceptions and by serving as a starting point for the reviewers' evaluations. Please select up to five papers summarizing in two to three sentences the specific contribution each has made to the advancement of the field. The citations and the annotation for each should be single-spaced and limited to one page.