

June 1, 2018

Guidelines for the Assessment of Effectiveness in Teaching in Promotion, Continuing Status and Tenure Decisions

A commitment to excellence in teaching and research is at the core of our mission as a University. The University's mission statement expresses a commitment “to strive to ensure that its graduates are educated in the broadest sense of the term, with the ability to think clearly, judge objectively, and contribute constructively to society.” The central place of research and scholarship - the creation of new knowledge and our commitment to bringing that knowledge and the process of discovery to bear in teaching - continues to underlie all of our activities and to drive our academic priorities.

Given the importance of teaching at the University of Toronto, evaluation of teaching effectiveness is a fundamental component of the career of teaching staff at the University and occurs regularly, during annual performance review as well as at career landmarks such as tenure, continuing status and promotion. These Guidelines for the Assessment of Effectiveness in Teaching reflect the institutional and Faculty commitment to encouraging and supporting the highest standards of teaching, and to evaluating the teaching effectiveness of our teaching staff in a rigorous and multidimensional manner.

Social work is an applied discipline that seeks to train expert social work practitioners. For this reason, teaching in social work normally involves demonstrating the intimate connection between research and practice.

To ensure that students derive educational benefits, teaching includes a broad range of pedagogical approaches that take place within and beyond classroom spaces. Teaching activities may include, but are not limited to, lectures, seminars and/or tutorials, individual and group discussion, laboratory teaching, practice-based teaching (e.g. clinical), online teaching, as well as experiential and research supervision (graduate and clinical) and any other means by which students derive educational benefit. The role of faculty as teachers may also include a broad range of teaching-related activities such as pedagogical scholarship, and leadership in teaching or curriculum initiatives.

These Guidelines are intended to provide guidance on implementation of the following University of Toronto policies and procedures:

Policy and Procedures on Academic Appointments:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppoct302003.pdf>

Policy and Procedures Governing Promotions:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppapr201980.pdf>

Policy and Procedures Governing Promotions in the Teaching Stream:

<http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2017/01/p0105-papfgp-2016-2017pol.pdf>

To provide clarity, these Guidelines are organized into four categories that reflect the different contexts in which teaching is reviewed:

- a. Tenure Review
- b. Promotion in the Tenure Stream and Promotion for Status Only appointees
- c. Continuing Status Review for Teaching Stream
- d. Promotion for Teaching Stream

A. Tenure Review

1. Procedures for Gathering and Assessing Data

The evaluation of teaching constitutes a fundamental part of every faculty member's career, through annual review, tenure, continuing status and promotion decisions. All faculty members in the tenure stream are expected to be effective teachers (at the level of competence or excellence as listed in this document) as part of the criteria for tenure and to sustain this level of performance as they progress through the ranks. The full criteria are: "achievement in research and creative professional work, effectiveness in teaching, and clear promise of future intellectual and professional development." For tenure to be awarded, "Clear promise of future intellectual and professional development must be affirmed Demonstrated excellence in one of research (including equivalent and creative or professional work) and teaching, and clearly established competence in the other, form the second essential requirement for a positive judgment by the tenure committee." (See the *Policy and Procedures on Academic Appointments*, Part III, section 13.)

The procedures for gathering and assessing the data needed for evaluation in the tenure review are as follows:

The Teaching Portfolio

Each faculty member should maintain a Teaching Dossier¹ which should be updated annually and serve as a foundation for the documents that will be required for the tenure and promotion reviews. The Teaching Dossier should include the following as appropriate:

- a. A candidate's curriculum vitae²
- b. A statement of teaching philosophy
- c. A list of all courses, graduate and undergraduate, taught by the candidate
- d. Representative course outlines and assignments
- e. New course proposals. In courses for which the candidate has had major reasonability for the design, the candidate should include, at minimum, the course outline, reading list if applicable and evaluation materials

¹ "Developing and Assessing Teaching Dossiers: A Guide for University of Toronto faculty, administrators and graduate students" is recommended as a guide for creating and maintaining Teaching Dossiers See <http://teaching.utoronto.ca/teaching-support/documenting-teaching/teaching-dossier/>

² In most cases this is submitted a separate document as part of the tenure/continuing status/promotion file and is not typically included in the Teaching Dossier

- f. Applications for instructional development grants or comparable documents
- g. Documentation of efforts made (through both formal and informal means) to improve teaching skills or course design and a description of the outcomes
- h. Summaries of annual student evaluations; letters or testimonials from students regarding teaching performance
- i. Awards or nominations for teaching excellence awards
- j. Documentation of innovations in teaching methods
 - Examples of particularly effective teaching strategies
 - Efforts to foster scholarly and professional advancement of students
- k. Contributions to curricular development, including activities related to the administrative, organizational and developmental aspects of education and the use and development of technology in the teaching process
- l. Examples of efforts to mentor colleagues in the development of teaching skills and in the area of pedagogical design
- m. Evidence of professional contributions in the general area of teaching such as presentations at conferences or publications on teaching
- n. Service to professional bodies or organizations through any methods that can be described as instructional
- o. Community outreach and service through teaching functions
- p. Plans for developing teaching skills and/or future contributions to teaching

Data Collection

The candidate shall be responsible for submitting his or her Teaching Dossier to the Dean. The Dean shall collect student course evaluation data, solicit letters from students and the candidate's peers, and, where applicable, will obtain written specialist assessments from outside the University.

Evaluation

A Faculty Teaching Evaluation Committee shall serve to assess the data for the Tenure Committee. The Teaching Evaluation Committee members must provide a single joint, signed, report on the candidate's teaching effectiveness.

Information Required for Evaluations

The evaluation of teaching must be as thorough as possible. The sources of information for the evaluation should include, but are not limited to:

Information provided by candidate:

- Faculty member's teaching portfolio
- Description of innovations in teaching and contributions to curricular development, such as course development initiatives and examples of particularly effective teaching strategies

When relevant, data that will enable the Faculty to assess the candidate's success in supervision, including number of students being supervised; number graduated, and information on other efforts to foster scholarly and professional advancement of students

- When relevant, copies of students' papers, especially those that have been published; and student theses

Information provided by Dean's office:

- Student evaluations. This should be in the form of student letters solicited by the Chair. Such information will be gathered both from students who have been taught and who have been supervised by the faculty member
- Student course evaluations
- Formal peer evaluation, including other departmental or divisional where cross-appointment is involved. It is expected that evaluation will include a classroom observation
- Course enrolment data; including evidence of demand for elective/senior courses

2. Criteria for Assessment of Teaching Effectiveness

The criteria for teaching effectiveness, as understood at the University of Toronto, and the related standards of performance (i.e., requirements for competence and excellence) are outlined below. Please note that it is expected that competency is achieved in criterion 1—which has no distinction between competence and excellence—as a baseline to establish excellence in other criteria. For tenure reviews, a recommendation of excellence in teaching will normally be based on evidence of excellence across multiple criteria.

Criteria	Standards of Performance	
1. Fulfills the fundamental duties and responsibilities of a university teacher.	<ul style="list-style-type: none"> • Mastery of the subject area • Strong communication skills • Being accessible to students inside and outside the classroom • Fair and ethical dealings with students, recognizing the diverse needs and backgrounds of our student population • Creation of supervisory conditions conducive to a student’s academic progress, intellectual growth and the development of research skills • Professionalism and adherence to academic standards and administrative responsibilities as defined by University policy 	
	Demonstrated evidence of competence	Demonstrated evidence of competence
2. Uses teaching practices that promote student learning	<ul style="list-style-type: none"> • Challenging and stimulating students to promote their intellectual and scholarly development • Advancement of student learning through the development of their mastery of the subject area • The use of meaningful methods of assessment that reflect and contribute to student learning (e.g., presentations or assignments that link content and field experiences; simulation) • Engagement of students in the learning process 	Consistent exemplary achievement of each of the criteria under “competence” and significant contributions to teaching practice as demonstrated by some combination of the following: Innovation <ul style="list-style-type: none"> • The use of an evidence-informed approach in the design of learning activities, assignments, courses, or curricula that motivate student learning

	<ul style="list-style-type: none"> • Critical reflection on student feedback and student outcomes in order to improve future teaching practices • Creating opportunities that involve • students in the research process (e.g., presenting or publishing with students, mentoring/coaching students) • Integrating one's research into teaching practice and curriculum 	<p>Recognition</p> <ul style="list-style-type: none"> • Recognition of teaching through being nominated for and/or receiving awards/honours <p>Curriculum/Program Enhancement</p> <ul style="list-style-type: none"> • Creating opportunities to involve students in pedagogical research • Using one's expertise and experience to deepen student understanding and enrich their ability to apply theory. For example: <ul style="list-style-type: none"> ○ Fostering students' ability to build relationships with local communities and communities of practice ○ Offering significant opportunities for community engagement ○ Designing unique learning experiences for students connected to professional practice
3. Contributes to curriculum development	<ul style="list-style-type: none"> • Understanding the context of one's courses within the broader program/curriculum or in relation to curricular developments in the discipline • Ensuring course content reflects current and relevant research and practice in the field 	<ul style="list-style-type: none"> • Significant and ongoing contributions to curriculum or program development (e.g., innovation, revisions, updating, evidence-informed improvement) • Including and promoting cutting-edge research and practice in the field
4. Engages in professional development	<ul style="list-style-type: none"> • Drawing on current research/developments in one's field to advance student learning and to enrich one's own teaching • Working to refine and enhance one's teaching practices over time 	<ul style="list-style-type: none"> • Consistent engagement in pedagogical professional development (e.g., participation in workshops, seminars, conferences and/or courses on teaching and learning; keeping abreast of current pedagogical research in one's field) and applying these activities to enhance the quality and effectiveness of one's teaching

		<ul style="list-style-type: none"> • Reflection on and assessment of new teaching practices
<p>5. Demonstrates educational leadership and impact</p>	<ul style="list-style-type: none"> • Not applicable 	<p>Evidence of a high level of achievement and impact beyond the classroom (e.g., Faculty, University, discipline, community); e.g.,</p> <p>Innovation</p> <ul style="list-style-type: none"> • Development of education materials (e.g. textbooks, teaching guides) • Production of technological tools or multi-media resources that enrich teaching and learning • Conducting research on teaching and/or learning that has potential for impact beyond a single classroom • Dissemination of one’s own pedagogical research (e.g., through scholarly articles or educational resources, presentations at conferences or workshops, etc.) <p>Recognition</p> <ul style="list-style-type: none"> • Receiving peer-reviewed grants for Scholarship of Teaching and Learning • Receiving leadership or pedagogical scholarship awards <p>Mentorship</p> <ul style="list-style-type: none"> • Active engagement in the pedagogical development of others • Delivering workshops, seminars or presentations on teaching and learning • Being an active and engaged teaching mentor to colleagues

		<ul style="list-style-type: none">• Providing mentorship and establishing best practices in management and leadership of teaching team members <p>External Impact & Consultation</p> <ul style="list-style-type: none">• Significant contributions to pedagogical development in a discipline or broader education context. For example:<ul style="list-style-type: none">○ Invitations to serve as curriculum or program consultant or evaluator for another faculty or institution○ Active engagement in accreditation and review processes for another program, faculty or institution○ Engagement in professional teaching and learning organizations / associations or work with teaching centres○ Engagement in professional organizations and applying this knowledge to teaching and the curriculum in one's own Faculty or beyond○ Serving as a journal reviewer and/or editor of pedagogical publications or as a proposal referee for pedagogical conferences
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B. Promotion in the Tenure Stream and Promotion for Status Only Faculty and for Part-Time and CLTA faculty in the Non-tenure Stream

1. Procedures for Gathering and Assessing Data

The evaluation of teaching constitutes a fundamental part of every faculty member's career, through annual review, tenure, and promotion decisions. All faculty members in the tenure stream and all status only, part-time and CLTA faculty will be expected to at least achieve the standards of teaching for *effectiveness* listed in this document as part of the criteria for promotion. The full criteria are: "The successful candidate for promotion will be expected to have established a wide reputation in his or her field of interest, to be deeply engaged in scholarly work, and to have shown himself or herself to be an effective teacher. These are the main criteria. However, either excellent teaching alone or excellent scholarship alone, sustained over many years, could also in itself justify eventual promotion to the rank of Professor." For non-Tenure Stream promotions to the rank of Associated Professor, the policy states, "The same criteria apply to the promotion from Assistant Professor to Associate Professor, with a lesser level of accomplishment to be expected." (See the *Policy and Procedures Governing Promotions*, sections 7 and 8.)

The procedures for gathering and assessing the data needed for evaluation are as follows.

The Teaching Portfolio

Each faculty member should maintain a Teaching Dossier³, which should be updated annually and serve as a foundation for the documents that will be required for the promotion reviews. The Teaching Dossier should include the following as appropriate:

- a. A candidate's curriculum vitae⁴
- b. A statement of teaching philosophy.
- c. A list of all courses taught by the candidate during the preceding five years.
- d. Representative course outlines and assessments. For courses in which the candidate has had major responsibility for the design, include at minimum the course outline, reading list if applicable and evaluation materials (e.g., assignments).

³ "Developing and Assessing Teaching Dossiers: A Guide for University of Toronto faculty, administrators and graduate students" is recommended as a guide for creating and maintaining Teaching Dossiers. See <http://teaching.utoronto.ca/teaching-support/documenting-teaching/teaching-dossier/>

⁴ In most cases this is submitted a separate document as part of the promotion file and is not typically included in the Teaching Dossier

- e. A list of all students supervised, indicated whether primary or sole supervision or secondary and or joint supervision, period of supervision, as well as thesis topics and time to completion. When relevant, copies of students' papers, especially those that have been published; and student theses may be included.
- f. Summaries of annual student evaluations; unsolicited letters or testimonials from students regarding teaching performance.
- g. Applications for instructional development grants if applicable.
- h. Documentation of efforts (formal and informal) to improve teaching skills or course design and a description of the outcomes.
- i. Awards or nominations for teaching excellence.
- j. Documentation of innovations in teaching methods and contributions to curricular development, including activities related to the administration, organizational and developmental aspects of education and the teaching process.
- k. Examples of efforts to mentor colleagues in the development of teaching skills and in the area of pedagogical design if applicable.
- l. Evidence of contributions in the general area of teaching such as presentations at conference or publications on teaching if applicable.
- m. Service to professional bodies or organizations through any methods that can be described as instructional if applicable.
- n. Community outreach and service through teaching functions if applicable.
- o. Plans for developing teaching skills and/or future contributions to teaching.

Data Collection

The candidate shall be responsible for submitting his or her Teaching Dossier to the Dean.

The Dean shall collect student course evaluation data, solicit letters from students and from the candidate's peers, and, where applicable, will obtain written specialist assessments from outside the University.

Evaluation

A Faculty Teaching Evaluation Committee shall serve to assess the material collected for the Promotion Committee. The Teaching Evaluation Committee members must provide a single joint, signed, report on the candidate's teaching effectiveness.

Information Required for Evaluations

The evaluation of teaching must be as thorough as possible. The sources of information for the evaluation should include, but are not limited to:

1. Faculty member's teaching portfolio.
2. Student evaluations, as comprehensive and objective as possible. This should be in the form of student letters solicited by the Chair. Such information should be gathered from students who have been taught and those who have been supervised by the faculty member.
3. Student course evaluations
4. Formal peer evaluation (internal and/or external) is considered best practice, including other departmental, divisional, or college assessments where cross-appointment is involved.
5. Course enrolment data, including evidence of demand for elective/selective courses.
6. Documentation may include, but is not limited to, publications in a variety of media including scholarly and professional journals, non-peer-reviewed or lay publications, books, CDs, online publications, invited lectures and presentations, given at conferences, design of and contribution to academic websites, examples of professional work, and any other evidence of professional development.

2. Criteria for Assessment of Teaching Effectiveness

Candidates for promotion in the Tenure stream are expected “to have shown himself or herself to be an effective teacher.” This means that candidates will demonstrate either competence or excellence. The criteria of teaching effectiveness, as understood at the University of Toronto, and the related standards of performance (i.e., requirements for competence and excellence) are outlined below. Please note that it is expected that competency is achieved in criterion 1—which has no distinction between competence and excellence—as a baseline to establish excellence in other criteria. A recommendation of excellence in teaching will normally be based on evidence of excellence across multiple criteria.

Criteria	Standards of Performance	
1. Fulfills the fundamental duties and responsibilities of a university teacher.	<ul style="list-style-type: none"> • Mastery of the subject area • Strong communication skills • Ability to stimulate and challenge students’ intellectual ability • Ability to influence students’ intellectual and scholarly development • Being accessible to students inside and outside the classroom • Fair and ethical dealings with students that recognize the diverse needs and backgrounds of our student population • Creation of supervisory conditions conducive to a student’s academic progress, intellectual growth and the development of research skills (applicable relevant to the appointment type) • Professionalism and adherence to academic standards and administrative responsibilities as defined by University policy 	
	Demonstrated evidence of competence	Demonstrated evidence of excellence
2. Uses teaching practices that promote student learning	<ul style="list-style-type: none"> • Challenging and stimulating students to promote their intellectual and scholarly development • Advancement of student learning through the development of their mastery of the subject area • The use of meaningful methods of assessment that 	Exemplary achievement, in a consistent manner, of each of the criteria under “competence” and significant contributions to teaching practice as demonstrated, for example, by some combination of the following:

	<p>reflect and contribute to student learning (e.g., the use of formative and summative assessment)</p> <ul style="list-style-type: none"> • Engagement of students in the learning process • Critical reflection on student feedback and student outcomes in order to improve future teaching practices • Creating opportunities that involve students in the research process (e.g., presenting or publishing with students, mentoring / coaching students) • Actively integrating one's own research into teaching practice and curriculum 	<p>Innovation</p> <ul style="list-style-type: none"> • The use of an evidence-informed approach in the design of learning activities, assignments, courses, or curricula that motivate student learning <p>Recognition</p> <ul style="list-style-type: none"> • Recognition of teaching through nomination for or receipt of awards/honours <p>Curriculum/Program Enhancement</p> <ul style="list-style-type: none"> • Creating opportunities to involve students in pedagogical research • Using ones expertise and experience to deepen student understanding and enrich the application of theory. For example: <ul style="list-style-type: none"> ○ Enabling students to build relationships to local communities and communities of practice ○ Offering significant opportunities for community engagement ○ Ability to design unique learning experiences for students connected to professional practice
<p>3. Contributes to curriculum development</p>	<ul style="list-style-type: none"> • Understanding the context of one's courses within the broader program/curriculum or in relation to curricular developments in the discipline • Ensuring course content reflects current and relevant research and practice in the field 	<ul style="list-style-type: none"> • Significant and ongoing contributions to curriculum or program development (e.g., innovation, revision, updating, evidence-informed improvement)

<p>4. Engages in professional development</p>	<ul style="list-style-type: none"> • Drawing on current research/developments in one’s field to advance student learning and to enrich one’s own teaching • Working to refine and enhance one’s teaching practices over time 	<ul style="list-style-type: none"> • Consistent engagement in pedagogical professional development (e.g., participation in workshops, seminars, conferences and/or courses on teaching and learning; keeping abreast of current pedagogical research in one’s field) and the application of these activities to enhance the quality and effectiveness of one’s teaching • Reflection on and assessment of new teaching practices
<p>5. Demonstrates educational leadership and impact</p>	<ul style="list-style-type: none"> • Not applicable 	<p>Evidence of a high level of achievement and impact beyond the classroom (e.g. Faculty, institution, discipline, community, etc.). For example:</p> <p>Innovation</p> <ul style="list-style-type: none"> • Development of education materials (e.g., textbooks, teaching guides) • Production of technological tools or multi-media resources that enrich teaching and learning • Conducting research on teaching and/or learning that has potential for impact beyond a single classroom • Dissemination of one’s own pedagogical research (e.g., through scholarly articles or educational resources, presentations at conferences or workshops, etc.) <p>Recognition</p> <ul style="list-style-type: none"> • Receipt of peer-reviewed grants for Scholarship of Teaching and Learning • Receipt of leadership or pedagogical scholarship awards

		<p>Mentorship</p> <ul style="list-style-type: none"> • Active engagement in pedagogical development of others • Delivering workshops, seminars or presentations on teaching and learning • Acting as an active and engaged teaching mentor to colleagues • Providing mentorship and establishing best practices in the management and leadership of teaching assistants and instructional team members <p>External Impact & Consultation</p> <ul style="list-style-type: none"> • Significant contributions to pedagogical development in a discipline or broader education context, for example: <ul style="list-style-type: none"> ○ Invitations to serve as curriculum or program evaluator for another Faculty or institution ○ Active engagement in accreditation or review processes for another program, faculty or institution • Engagement in professional teaching and learning organizations/associations or work with teaching centres • Engagement in professional organizations and the application of this knowledge to teaching and the curriculum in one’s own Faculty or beyond • Serving as a journal reviewer or editor of pedagogical publications or as a proposal referee for pedagogical conferences
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C. Continuing Status Review for Teaching Stream

1. Procedures for Gathering and Assessing Data

The evaluation of teaching constitutes a fundamental part of every faculty member's career, through annual review, continuing status and promotion decisions. All faculty members in the teaching stream will be expected to demonstrate excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development in order to be granted continuing status. The full criteria read: "A positive recommendation for continuing status will require the judgment of excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development."

- a. Excellence in teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives in accordance with appropriate divisional guidelines
- b. Evidence of demonstrated and continuing future pedagogical/professional development may be demonstrated in a variety of ways e.g. discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches; participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent; teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities; professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines." (See the *Policy and Procedures on Academic Appointments*, Part VII, section 30, x)

The procedures for gathering and assessing the data needed for evaluation are as follows.

The Teaching Portfolio

Each faculty member should maintain a Teaching Dossier⁵ which should be updated annually and serve as a foundation for the documents that will be required for the probationary status review continuing status review, and promotion in the Teaching Stream.

⁵ "Developing and Assessing Teaching Dossiers: A Guide for University of Toronto faculty, administrators and graduate students" is recommended as a guide for creating and maintaining Teaching Dossiers See <http://teaching.utoronto.ca/teaching-support/documenting-teaching/teaching-dossier/>

The Teaching Dossier should include the following as appropriate:

- a. A candidate's curriculum vitae^{6,7}.
- b. A statement of teaching philosophy.
- c. A list of all courses and/or experiential rotations taught by the candidate.
- d. Representative course outlines and assessments. For courses in which the candidate has had major responsibility for the design, include at minimum the course outline, reading list if applicable and evaluation materials (e.g., assignments).
- e. A list of all students supervised, indicated whether primary or sole supervision or secondary and or joint supervision, period of supervision, as well as thesis or project topics and time to completion (if applicable). When relevant, copies of students' papers or posters, especially those that have been published; and student theses may be included. Student supervision can include Doctoral, Master's and undergraduate internal and external students in pedagogical or discipline specific research projects, as well as teaching apprenticeships, presentations, and supervision in field placement.
- f. Summaries of annual student evaluations; unsolicited letters or testimonials from students regarding teaching performance.
- g. Applications for instructional development grants or other discipline related funding.
- h. Documentation of efforts (formal and informal) to improve teaching skills or course design and a description of the outcomes.
- i. Awards or nominations for teaching excellence.
- j. Documentation of innovations in teaching methods and contributions to curricular development, including activities related to the administration, organizational and developmental aspects of education and the teaching process.
- k. Examples of efforts to mentor colleagues and doctoral students in the development of teaching skills and in the area of pedagogical design.
- l. Evidence of contributions in the general area of teaching such as presentations at conferences or publications on teaching and discipline related contributions.
- m. Service to professional bodies or organizations through any methods that can be described as instructional and service that contributes to enhancing and informing the

⁶ In most cases this is submitted a separate document as part of the continuing status file and is not typically included in the Teaching Dossier

⁷ See Part 14 of the Policy and Procedures Governing Promotions in the Teaching Stream, University of Toronto Governing Council, December 16, 2016 for more details regarding the curriculum vitae for teaching stream faculty.

subject matter in which the faculty member teaches.

- n. Community outreach and service through functions that inform teaching.
- o. Plans for developing teaching skills and/or future contributions to teaching.

Data Collection

The candidate shall be responsible for submitting his or her Teaching Dossier to the Dean.

The Dean shall collect student course evaluation data, solicit letters from students and from the candidate's peers, and will obtain written specialist assessments from outside the University as required by the policy.

Evaluation

A Faculty Teaching Evaluation Committee shall serve to assess the material collected for the Continuing Status Committee. The Teaching Evaluation Committee members must provide a single joint, signed, report on the candidate's teaching effectiveness as well as the candidate's demonstrated and continuing pedagogical and professional development.

Information Required for Evaluations

The evaluation of teaching must be as thorough as possible. The sources of information for the evaluation should include:

1. Faculty member's teaching portfolio.
2. Student evaluations, as comprehensive and objective as possible. This should be in the form of student letters solicited by the Chair. Such information should be gathered from students who have been taught and those who have been supervised by the faculty member.
3. Student course evaluations.
4. Formal peer evaluation (internal and/or external) is considered best practice, including other departmental, divisional, or college assessments where cross-appointment is involved. External assessments of syllabi are also encouraged. For the purposes of continuing status reviews, it is expected that evaluation will include a classroom visit.
5. For the purposes of continuing status, written specialists' assessments of the candidate's teaching and pedagogical/professional activities should be obtained from outside the University. The candidate should be invited to nominate several external referees, and the Dean should solicit letters of reference from at least one of them and from one or more additional specialists chosen by himself or herself.
6. Course enrolment data; including evidence of demand for elective/selective courses.
7. Documentation may include, but is not limited to, publications in a variety of media including but not limited to, scholarly and professional journals, non-peer-reviewed or

lay publications, books, CDs, online publications, invited lectures and presentations given at conferences, design of and contribution to academic websites, examples of professional work, and any other evidence of professional development.⁸

⁸ See Part 13 of the Policy and Procedures Governing Promotions in the Teaching Stream, University of Toronto Governing Council, December 16, 2016 for more details regarding documentation to be included in the teaching dossier.

2. Criteria for Assessment of Teaching Effectiveness

Faculty in the teaching stream are expected to demonstrate excellence in teaching. Excellence in teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives. A recommendation of excellence in teaching will normally be based on a candidate’s ability to demonstrate the “fundamental” elements of effective teaching and to go **significantly beyond** this to demonstrate evidence of excellence across multiple criteria.

Criteria	Standards of Performance	
<p>1. Fulfills the fundamental duties and responsibilities of a university teacher.</p>	<ul style="list-style-type: none"> • Mastery of the subject area • Strong communication skills • Ability to stimulate and challenge the intellectual ability of students • Ability to influence the intellectual and scholarly development of students • Being accessible to students inside and outside the classroom • Fair and ethical dealings with students that recognize the diverse needs and backgrounds of our student population • Creation of supervisory conditions conducive to a student’s academic progress, intellectual growth and the development of research skills (applicable relevant to the appointment type) • Professionalism and adherence to academic standards and administrative responsibilities as defined by University policy 	
	Fundamental elements	Demonstrated evidence of excellence
<p>2. Uses teaching practices and skills that promote student learning</p>	<ul style="list-style-type: none"> • Challenging and stimulating students to promote their intellectual and scholarly development • Advancement of student learning through the development of their mastery of the subject area • The use of meaningful methods of assessment that reflect and contribute to student learning (e.g., the use of assessment, simulation) 	<p>Exemplary achievement, in a consistent manner sustained over many years, of each of the criteria under “competence” and significant contributions to teaching practice as demonstrated, for example, by some combination of the following:</p>

	<ul style="list-style-type: none"> • Engagement of students in the learning process • Critical reflection on student feedback and student outcomes in order to improve future teaching practices • Creating opportunities that involve students in the research process (e.g., presenting or publishing with students, mentoring/coaching students) • Actively integrating one’s own research into teaching practice and curriculum 	<p>Innovation</p> <ul style="list-style-type: none"> • The use of an evidence-informed approach in the design of learning activities, assignments, courses, or curricula that motivate student learning <p>Recognition</p> <ul style="list-style-type: none"> • Recognition of teaching through nomination for or receipt of awards/honours
<p>3. Innovative teaching initiatives</p>	<ul style="list-style-type: none"> • Understanding the context of one’s courses within the broader program/curriculum or in relation to curricular developments in the discipline. • Ensuring course content reflects current and relevant research and practice in the field. 	<p>Curriculum/Program Enhancement</p> <ul style="list-style-type: none"> • Significant and ongoing contributions to curriculum or program development (e.g., innovation, revision, updating, evidence-informed improvement) • Creating opportunities to involve students in pedagogical research • Using one’s expertise and experience to deepen student understanding and enrich the application of theory. For example: <ul style="list-style-type: none"> ○ Enabling students to build relationships with local communities and communities of practice ○ Offering significant opportunities for community engagement • Ability to design unique learning experiences for students connected to professional practice
<p>4. Demonstrates creative</p>	<ul style="list-style-type: none"> • Not applicable 	<p>Evidence of a high level of achievement and impact beyond the classroom (e.g., Faculty, institution,</p>

<p>educational leadership and/or achievement</p>		<p>discipline, community, etc.). For example:</p> <p>Innovation</p> <ul style="list-style-type: none"> • Development of education materials (e.g., textbooks, teaching guides) • Production of technological tools or multi-media resources that enrich teaching and learning • Engagement in the scholarly conversation via pedagogical scholarship, or creative professional activity • Significant changes in policy related to teaching as a profession <p>Recognition</p> <ul style="list-style-type: none"> • Receipt of peer-reviewed grants for Scholarship of Teaching and Learning • Receipt of leadership or pedagogical scholarship awards <p>Mentorship</p> <ul style="list-style-type: none"> • Active engagement in the pedagogical development of others • Delivering workshops, seminars or presentations on teaching and learning • Active and engaged teaching mentor to colleagues and doctoral students • Mentoring and establishing best practices in the management and leadership of teaching assistants and instructional team members
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		<p>External Impact & Consultation</p> <ul style="list-style-type: none">• Significant contributions to pedagogical or practice development in a discipline or broader education context. For example:<ul style="list-style-type: none">○ Invitations to serve as curriculum or program evaluator for another Faculty or institution○ Active engagement in accreditation processes for another program, Faculty or institution○ Invitations to share expertise with field education sites and broader community• Engagement in professional teaching and learning organizations/associations or work with teaching centres• Engagement in professional organizations and the application of this knowledge to teaching and the curriculum in one's own Faculty or beyond• Serving as a journal reviewer or editor of pedagogical publications or as a proposal referee for pedagogical conferences
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3. Criteria for Assessing Evidence of Demonstrated and Continuing Future Pedagogical/Professional Development

Candidates must demonstrate achievement across some of the following:

Criteria	Standards of Performance
Evidence of demonstrated and continuing future pedagogical/professional development	<ul style="list-style-type: none">• Working to refine and enhance one's teaching practices over time• Consistent engagement in pedagogical professional development (e.g., participation in workshops, seminars, conferences and/or courses on teaching and learning; keeping abreast of current pedagogical research in one's field) and the application of these activities to enhance the quality and effectiveness of one's teaching• Reflection on and assessment of new teaching practices• Teaching-related activity by the faculty member outside his/her classroom functions and responsibilities• Professional work that allows the faculty member to maintain a mastery of his or her subject area• Discipline-based scholarship in relation, or relevant to, the field in which the faculty member teaches• Conducting research on teaching and/or learning that has potential for impact beyond a single classroom• Dissemination of one's own pedagogical research (e.g., through scholarly articles or educational resources, presentations at conferences or workshops, etc.)

D. Promotion for Teaching Stream

1. Procedures for Gathering and Assessing Data

The evaluation of teaching constitutes a fundamental part of every faculty member's career, through annual review, continuing status and promotion decisions. "Promotion to Professor, Teaching Stream will be granted on the basis of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years, outlined more fully below in paragraphs 8, 9, and 10 and recommendations on their assessment are set forth in paragraph 11" of the *Policy and Procedures Governing Promotions in the Teaching Stream*.¹¹

The procedures for gathering and assessing the data needed for evaluation are as follows.

The Teaching Portfolio

Each faculty member should maintain a Teaching Dossier⁹, which should be updated annually and serve as a foundation for the documents that will be required for the four year review, continuing status, tenure and promotion. The Teaching Dossier should include the following as appropriate:

- a. A candidate's curriculum vitae^{10,11}.
- b. A statement of teaching philosophy.
- c. A list of all courses and/or experiential rotations taught by the candidate during at least the preceding 5 years.
- d. Representative course outlines and assessments. For courses in which the candidate has had major responsibility for the design, include at minimum the course outline, reading list if applicable and evaluation materials (e.g., assignments and/or examinations).
- e. A list of all students supervised, indicated whether primary or sole supervision or secondary and or joint supervision, period of supervision, as well as thesis or project topics and time to completion (if applicable). When relevant, copies of students' papers or posters, especially those that have been published; and student theses may be included.
- f. Summaries of annual student evaluations; unsolicited letters or testimonials from students regarding teaching performance.

⁹ "Developing and Assessing Teaching Dossiers: A Guide for University of Toronto faculty, administrators and graduate students" is recommended as a guide for creating and maintaining Teaching Dossiers See <http://teaching.utoronto.ca/teaching-support/documenting-teaching/teaching-dossier/>

¹⁰ In most cases this is submitted a separate document as part of the tenure/continuing status/promotion file and is not typically included in the Teaching Dossier.

¹¹ See Part 14 of the Policy and Procedures Governing Promotions in the Teaching Stream, University of Toronto Governing Council, December 16, 2016 for more details regarding the curriculum vitae for teaching stream faculty.

- g. Applications for instructional development grants.
- h. Documentation of efforts made (both formal and informal) to improve teaching skills or course design and a description of the outcomes.
- i. Awards or nominations for awards for teaching excellence.
- j. Documentation of innovations in teaching methods and contributions to curricular development, including activities related to the administration, organizational and developmental aspects of education and the teaching process.
- k. Examples of efforts to mentor colleagues in the development of teaching skills and in the area of pedagogical design.
- l. Evidence of contributions in the general area of teaching such as presentations at conference or publications on teaching.
- m. Service to professional bodies or organizations through any methods that can be described as instructional.
- n. Community outreach and service through teaching functions.
- o. Plans for developing teaching skills and/or future contributions to teaching.

Data Collection

The candidate shall be responsible for submitting his or her Teaching Dossier to the Dean. The Dean shall collect student course evaluation data, solicit letters from students and from the candidate's peers and, will obtain written specialist assessments from outside the University as required in policy.

Evaluation

A Faculty Teaching Evaluation Committee shall serve to assess the material collected for the Tenure, Continuing Status or Promotion Committee. The Chair of the Teaching Evaluation Committee shall be responsible for providing the written statement on the candidate's teaching effectiveness, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years. The Teaching Evaluation Committee members must provide a single joint, signed, report on the candidate's teaching effectiveness as well as the candidate's demonstrated educational leadership and/or achievement and the candidate's ongoing pedagogical and professional development

Information Required for Evaluations

The evaluation of teaching must be as thorough as possible. The sources of information for the evaluation should include:

1. Faculty member's teaching portfolio.
2. Student evaluations, as comprehensive and objective as possible. This should be in the form of

student letters solicited by the Chair. Such information should be gathered from students who have been taught and those who have been supervised by the faculty member.

3. Student course evaluations.
4. Formal peer evaluation (internal and/or external), including other departmental, divisional, or college assessments where cross-appointment is involved. External assessments of syllabi are also encouraged. For the purposes of promotion in the teaching stream, it is expected that evaluation will include a classroom visit.
5. For the purpose of promotion in the teaching stream, confidential written assessments of the candidate's teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, should be obtained from specialists in the candidate's field from outside the University and whenever possible from inside the University. The candidate will be invited to nominate several external referees. The Dean and the Promotions Committee (see paragraph 20) will whenever possible add to the list of referees. The Dean will solicit letters from at least three external referees and where possible these should include at least one referee suggested by the candidate and one referee suggested by the Promotions Committee.
6. Course enrolment data; including evidence of demand for elective/selective/graduate courses.
7. Documentation may include, but is not limited to, publications in a variety of media including scholarly and professional journals, non-peer-reviewed or lay publications, books, CDs, online publications, invited lectures and presentations given at conferences, design of and contribution to academic websites, examples of professional work, and any other evidence of professional development.¹²

¹² See Part 13 of the Policy and Procedures Governing Promotions in the Teaching Stream, University of Toronto Governing Council, December 16, 2016 for more details regarding documentation to be included in the teaching dossier.

2. Criteria for Assessment of Teaching Effectiveness

Faculty in the teaching stream are expected to demonstrate excellence in teaching. Excellent teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives. A recommendation of excellent teaching will normally be based on evidence of a candidate’s ability to demonstrate the fundamental elements of effective teaching and to go significantly beyond this to demonstrate evidence of excellence across multiple criteria.

Criteria	Standards of Performance	
<p>1. Fulfills the fundamental duties and responsibilities of a university teacher.</p>	<ul style="list-style-type: none"> • Mastery of the subject area • Strong communication skills • Ability to stimulate and challenge the intellectual ability of students • Ability to influence the intellectual and scholarly development of students • Being accessible to students inside and outside the classroom • Fair and ethical dealings with students that recognize the diverse needs and backgrounds of our student population • Creation of supervisory conditions conducive to a student’s academic progress, intellectual growth and the development of research skills (applicable relevant to the appointment type) • Professionalism and adherence to academic standards and administrative responsibilities as defined by University policy 	
	<p>Fundamental elements</p>	<p>Demonstrated evidence of excellence</p>
<p>2. Uses teaching practices and skills that promote student learning</p>	<ul style="list-style-type: none"> • Challenging and stimulating students to promote their intellectual and scholarly development • Advancement of student learning through the development of their mastery of the subject area • The use of meaningful methods of assessment that reflect and contribute to student learning (e.g., the use of assessment, simulation) 	<p>Exemplary achievement, in a consistent manner, of each of the criteria under “competence” and significant contributions to teaching practice as demonstrated, for example, by some combination of the following:</p> <p>Innovation</p> <ul style="list-style-type: none"> • The use of an evidence-informed approach in the

	<ul style="list-style-type: none"> • Engagement of students in the learning process • Critical reflection on student feedback and student outcomes in order to improve future teaching practices • Creating opportunities that involve students in the research process (e.g., presenting or publishing with students, mentoring/coaching students) • Actively integrating one's own research into teaching practice and curriculum 	<p>design of learning activities, assignments, courses, or curricula that motivate student learning</p> <p>Recognition</p> <ul style="list-style-type: none"> • Recognition of teaching through nomination for or receipt of awards/honours
<p>3. Innovative teaching initiatives</p>	<ul style="list-style-type: none"> • Understanding the context of one's courses within the broader program/curriculum or in relation to curricular developments in the discipline • Ensuring course content reflects current and relevant research and practice in the field 	<p>Curriculum/Program Enhancement</p> <ul style="list-style-type: none"> • Significant and ongoing contributions to curriculum or program development (e.g., innovation, revision, updating, evidence-informed improvement) • Creating opportunities to involve students in pedagogical research • Using one's expertise and experience to deepen student understanding and enrich the application of theory. For example: <ul style="list-style-type: none"> ○ Enabling students to build relationships with local communities and communities of practice ○ Offering significant opportunities for community engagement • Ability to design unique learning experiences for students connected to professional practice

3. Criteria for Assessment of Demonstrated Educational Leadership and/or Achievement

Candidates must demonstrate achievement across some of the following:

Criteria	Standards of Performance
1. Demonstrates creative educational leadership and/or achievement	<p>Evidence of a high level of achievement and impact beyond the classroom (e.g., Faculty, institution, discipline, community) over many years; e.g.,</p> <p>Innovation</p> <ul style="list-style-type: none">• Development of education materials (e.g., textbooks, teaching guides)• Production of technological tools or multi-media resources that enrich teaching and learning• through engagement in the scholarly conversation via pedagogical scholarship, or creative professional activity• through significant changes in policy related to teaching as a profession <p>Recognition</p> <ul style="list-style-type: none">• Receipt of peer-reviewed grants for Scholarship of Teaching and Learning• Receipt of leadership or pedagogical scholarship awards <p>Mentorship</p> <ul style="list-style-type: none">• Active engagement in the pedagogical development of others• Delivering workshops, seminars or presentations on teaching and learning• Active and engaged teaching mentor to colleagues• Mentoring and establishing best practices in the management and leadership of teaching assistants and instructional team members

External Impact & Consultation

- Significant contributions to pedagogical development in a discipline or broader education context.
For example:
 - Invitations to serve as curriculum or program evaluator for another Faculty or institution.
 - Active engagement in accreditation processes for another program, Faculty or institution.
- Engagement in professional teaching and learning organizations/associations or work with teaching centres
- Engagement in professional organizations and the application of this knowledge to teaching and the curriculum in one's own Faculty or beyond
- Serving as a journal reviewer or editor of pedagogical publications or as a proposal referee for pedagogical conferences

4. Criteria for Assessment of Ongoing Pedagogical/Professional Development, Sustained Over Many Years

Candidates must demonstrate achievement across some of the following:

Criteria: Assessment of Ongoing Pedagogical/ Professional Development, Sustained Over Many Years	Standards of Performance
Evidence of demonstrated and continuing future pedagogical/professional development	<ul style="list-style-type: none">• Working to refine and enhance one’s teaching practices over time• Consistent engagement in pedagogical professional development (e.g., participation in workshops, seminars, conferences and/or courses on teaching and learning; keeping abreast of current pedagogical research in one’s field) and the application of these activities to enhance the quality and effectiveness of one’s teaching• Reflection on, and assessment of, new teaching practices• Teaching-related activity by the faculty member outside his/her classroom functions and responsibilities• Professional work that allows the faculty member to maintain a mastery of his or her subject area• Discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches• Conducting research on teaching and/or learning that has potential for impact beyond a single classroom• Dissemination of one’s own pedagogical research (e.g., through scholarly articles or educational resources, presentations at conferences or workshops, etc.)• Evidence of these activities sustained over many years

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