

Materials to be included in the Portfolio

Each spring, the NTTF Performance Evaluation Committee evaluates all MFL lecturers, both part-time and full-time, based on the materials listed below. The period covered is the previous two calendar years (January 2013-December 2015). **No additional materials may be submitted; page limits must be observed; only hard copies (printouts) will be accepted**, in the order requested; **and only one-sided pages please**, as these will be scanned. **Hand in your materials to the front office (Pam) by January 15th, 2016 (earlier is fine!).**

- 1. Cover letter: No more than 2 pages.** [The committee asks that you take some time with this letter—it makes their task in evaluating your dossier much easier]. Please present yourself to the review committee: How long have you been teaching at UTK; which language(s) do you teach; which level do you normally teach (100, 200, 300); are you part-time (2 courses per semester) or full-time (3-4); do you receive course releases for some of your teaching assignments due to course-manager or other duties (if so, please **briefly** list those duties); are there any extenuating circumstances you would like to bring to the attention of the committee; are there any exceptional tasks that you have performed this year? **PLEASE UPDATE THIS LETTER EVERY YEAR.**
- 2. Current C.V.: No more than 3 pages.** The C.V. gives the evaluation committee a quick snapshot of one's professional background and activities; please include only relevant information, including extra-curricular and outreach activities, committee work, and research. **PLEASE UPDATE YOUR C.V. EVERY YEAR.**
- 3. Teaching Statement: No more than 2 pages.** The statement should contain a well-developed philosophy that clearly reflects the principles and perspectives that guide your teaching. Please provide examples of specific methods that demonstrate these principles. Update as appropriate.
- 4. Teaching Materials from the previous two calendar years, IF APPLICABLE. NO MORE THAN 8 PAGES:** one to two sample assignments or additional handouts that illustrate material development, teaching innovation, or pedagogical excellence on your part; an original syllabus (short version) for a course you developed during the last two years. NB: you do not have to include the entire syllabus, just the most pertinent sections.
- 5. Grade Distribution Sheets** for each course taught during the past two calendar years; information available on MyUTK; **No more than 2 pages.**
- 6. Narrative Comments from student evaluations: No more than 2 pages,** consisting of a representative selection (if the comments do not seem representative, the evaluation committee may request to review these documents)

In addition, the front office will add the following materials to your portfolio:

- 7. Classroom observations** from the previous two years.
- 8. SAIS (student evaluation) scores** for those areas most closely related to instructor performance, for all courses taught during the past two calendar years.
- 9. Supervisor comments, if submitted:** Each year, supervisors will be asked if they wish to comment on the performance of NTTF under their supervision.