

Dossier Preparation Workshop

Student Evaluations,
Additional Documentation

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- ## Student Evaluations
- Dossier requirement: Table with
 - ✓ Evaluations for all classes taught for a minimum of the past 3 years
 - ✓ Course name, number of students, number completing evaluation, student ratings for:
 - Overall rating of instructor
 - Success in communicating
 - Concern and respect for students
 - ✓ Suggest including mean college scores for comparison
 - Any reduced teaching loads should be explained; if courses were taught and not evaluated, indicate so in table.

Student Evaluation Table

iPOT Evaluations for the Past 5 Years

Courses	Sem/ Year	% of course taught	# Eval / Enrollment	Success Commn: J. Doe	Success Commn: College	Concern Respect J. Doe	Concern Respect College	Overall Rating: J. Doe	Overall Rating: College
Ent 2004* Bugs for Thugs (3 credits)	2006	50	165/206	3.7	3.4	3.5	3.6	3.7	3.6
	2005	50	354/415	3.7	3.4	3.6	3.6	3.6	3.5
	2004	50	301/485	3.7	3.3	3.6	3.5	3.7	3.5
Ent 2224 Intro Bugs (2 credits-Spring)	2005	100	19 / 25	3.6	3.4	3.5	3.6	3.6	3.5
	2004	100	18 / 25	3.9	3.4	3.8	3.6	3.9	3.5
	2003	100	19 / 25	3.6	3.4	3.7	3.6	3.7	3.6
	2002	100	26 / 34	3.7	3.4	3.5	3.6	3.8	3.5
	2001	Course not taught		I was	out of	the	country		
Ent 2224 Bug Lab**	2004	100	16	NA	3.4	NA	3.6	NA	3.5
	2003	100	12	NA	3.4	NA	3.6	NA	3.5
	2002	100	14	NA	3.4	NA	3.6	NA	3.6
	2001	Course not taught		I was	out of	the	country		
(1C – Spring)	2000	100	13/13	3.8	3.4	3.5	3.6	3.8	3.5
Ent 5464 Biosystematics	Spr 2002	50% of lab	8	NA	NA	NA	NA	NA	NA

* Each instructor evaluated separately in a different class period
 ** In lab classes with multiple sections, I teach one lab; in other sections I ask students to evaluate the GTA. I attend all of my lab sections to work with my GTAs and help them improve their teaching.
 NA- Classes not evaluated. A different form was used in the Ent 5464 course to determine areas needing improvement since it was team taught.

- ## Student Evaluations
- If SPOT form was not used:
 - ✓ Provide a context for the alternate form (*i.e.* departmental form)
 - ✓ Report evaluation data as clearly as possible
 - What is the rating scale, how is it used?
 - What categories are used?
 - ✓ Suggest including mean scores for comparison
 - ✓ Include a copy of the alternate form in the appendix (does not count as a part of the page limit)
 - Student Comments - include as part of additional documentation and keep to a minimum

Additional Documentation

- Limited to a maximum of 4 pages
- What are your most significant contributions, impacts, or teaching innovations?
- Possible topics
 - ✓ Summary (or excerpts) of peer evaluation
 - ✓ Summary of student comments on SPOT forms
 - Do not put in pages of student comments from evaluations
 - Use table to summarize
 - ✓ Unsolicited student comments, letters (could be copy of an email)

Comments on Teaching

- summarize from student evaluations
- Indicate course and numbers
- Include all comments - positive and negative

Suggested form for summarizing student comments.

Categories of written comments*	Bugs for Triugs Fall 2002, 2003 55 comments/105 SPOT forms	Calculus for Dummies Fall 2000, 2002 103 comments/555 SPOT forms	ME for Non-majors Spring 2003 18 comments/24 SPOT forms
Excellent Professor at VT	6	12	1
One of best professors at VT	6	5	
Good/Great Course	12	24	7
Great lecturer - fun, interesting, exciting, enthusiastic, organized	10	34	10
Made me want to come to class		5	
Knowledgeable	1	2	1
Helpful, review sessions great	3		
Interested in, attentive to students, treat as individuals	3	1	
Liked interaction with students in class		6	
Course hard, too much work	7		
Tests hard, questions picky, grading too tough	14	14	5
Felt a graded fairly	3		
Challenged me to work my best	3		
Learned a lot		2	3
PowerPoint slides / web page great			4
Web page needs work	1	1	
Dialked pop quizzes, math emporium		7	
Dialked class, lecture too fast, other negatives	2	3	1
Dialked teacher- Worst teacher	2	2	

*Multiple comments were recorded separately; for example, if a comment said great class, but tests were too hard, both comments were marked.

Additional Documentation

- Possible topics
 - ✓ Teaching materials & curriculum development
 - New courses developed (programs, core courses, WI, study abroad)
 - Instructional technology or other materials (web based materials, lab manuals)
 - ✓ Teaching related activities
 - Guest lectures
 - Academic advisor, faculty advisor (clubs, teams)
 - Teaching publications or grants
 - Presentations on teaching (VT, regional, national, international); other outreach activities
 - Service (teaching related committees, peer evaluation)