2.5.6 EVALUATION OF TEACHING

2.5.6.1 TEACHING WORKLOAD AND EDUCATIONAL ACTIVITIES

1. Classroom Instruction

<table>
<thead>
<tr>
<th>Course Rubric &amp; Number</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>This information is uploaded by the university. Do not manually add any courses. If you find a course if missing please contact the COE Planning and Assessment Office.</td>
<td></td>
</tr>
</tbody>
</table>

a) List other factors affecting workload such as teaching overload, faculty leave, job-related re-assignments other than teaching, etc.
Add This information in the TEACHING\Summary Text.
2. Field-based, Off-Campus, Online, Internships, and Practica, Courses

<table>
<thead>
<tr>
<th>Course Rubric &amp; Number</th>
<th>Field-based</th>
<th>Off-Campus</th>
<th>Online</th>
<th>Internship or Practica</th>
</tr>
</thead>
</table>

Information for Course Number, Off-Campus and Online automatically added to the Teaching section by the university.

Checkboxes are available for you to identify which courses are Field-based and Internship or Practica. These are found after the student evaluation data.

Field-Based

| Yes | No |

Internship or Practicum

| Yes | No |

Click on the dropdown menu to select YES if either of these situations applies to the course.

3. Individual Instruction (Required; Dissertations, theses/projects, master’s exams, independent study instruction; list students’ names and indicate if completed or in progress)

Add this information in the TEACHING\Directed Student Learning.
If the type of role (involvement) is not available, select “Other” and provide the information in the “Explanation of Other Field.” Be sure to select: Stage of Completion.

Describe your role on the Comprehensive Exam under Comments.

4. Student Products Published/Presented at Conferences (Complete if applicable, Student name, conference or publication, type of assistance given)

Add this information in the TEACHING\Directed Student Learning.
The “Involvement Type” will be Student Products Published/Presented at Conference.

Enter other information as applicable. **Title of Student’s Work** is a required field. Enter all other information as necessary.

**Title of Student’s Work or Conference Presentation**

Describe the type of assistance given in the **Comments** text box.
5. Adjunct and/or Faculty Mentoring (Complete if Applicable)

Enter this information under SERVICE\College

For Adjunct Mentoring:

Enter “Adjunct Mentor” in the Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution box.

Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution

Adjunct Mentor

Select Other in the Position/Role dropdown.

Position/Role

<table>
<thead>
<tr>
<th>Attendee, Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
</tr>
<tr>
<td>Committee Member</td>
</tr>
<tr>
<td>Convener</td>
</tr>
<tr>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Faculty Mentor</td>
</tr>
<tr>
<td>Faculty Search</td>
</tr>
<tr>
<td>Staff Search</td>
</tr>
<tr>
<td>Student Placement</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Put the name of the Faculty or Adjunct mentee in the Explanation of “Other” box. (You will not have selected Other, but this is the field we pull the name from.)

Explanation of "Other"

Name of Adjunct Mentored
Describe the nature and extent of mentoring in the **Responsibilities** text box.

<table>
<thead>
<tr>
<th>Responsibilities/Brief Description (30 Words or Less)</th>
</tr>
</thead>
</table>

For Faculty Mentoring:

Enter the name of the faculty mentee in the Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution box.

**Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution**

Name of Faculty or Adjunct Mentored

**In the Position/Role dropdown and select Faculty Mentor**

**Position/Role**

- Attendee, Meeting
- Committee Chair
- Committee Member
- Convener
- Faculty Advisor
- Faculty Mentor
- Faculty Search
- Staff Search
- Student Placement
- Other
Describe the nature and extent of mentoring in the **Responsibilities** text box.

**Responsibilities/Brief Description (30 Words or Less)**

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>U</th>
<th>x²</th>
<th>x₂</th>
</tr>
</thead>
</table>

6. **Advisee Load** (Complete if applicable. Provide number of advisees)

Enter this information under **TEACHING\Academic Advising**

![Advisees by Level](image)

If you advised students at multiple levels (Bachelor, Master, and or Doctoral), click on the **Actions** button to add additional row(s) for each level you need to report.

**CPS** stands for Candidate Program of Study and is not a required field. Total number of hours per year is also not required.
7. Other Evidence of Teaching Workload (Complete if applicable)
This information may be added in the TEACHING\Teaching-Related Products/Development Section. For information that does not fit here, add a new item to the TEACHING\Summary Text section.
2.5.6.2 STUDENT SATISFACTION

1. Student Satisfaction Questionnaire (Required)
This information will be added by the university each semester for each course under TEACHING\Scheduled Teaching.

Course Name R

Course Prefix and Course Number R

  Course Prefix
  
  Course Number R

Section Number R

Overall Median Instructor Score R

Overall Mean Instructor Score R

Overall Valuable Experience R

Overall Relevant to Objectives R

Overall Instructor Was Fair R
2. Faculty Self-Assessment of Your Effectiveness as a Teacher including the Positive Affects You have on Candidate Learning and Performance (Required)

To enter this information in the TEACHING\Scheduled Teaching, click on the course(s) you want to address from the list of courses.

< Scheduled Teaching

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
</table>
| Summer 2019
  Advocacy and Parent Engagement
  ECED 4309, Section 31 |
| Summer 2019
  Early Childhood Education
  ECED 6739, Section 01 |
| Summer 2019
  Practicum
  ECED 4377, Section 01 |

As you scroll down, you will see the Comments text box. If you wish to just make an overall summary statement for all your courses, just add your information to one (1) course of your choosing. Information will be pulled from all course/comment fields.

Edit Scheduled Teaching

New format for existing course?

Comments
2.5.6.3 COURSE AND PROGRAM DEVELOPMENT

Each of these sections has a related text box in the TEACHING\Teaching-Related Products/Development section. Be sure to create bulleted lists in each box.

Differentiated Teaching Methods and Instructional Materials
(Complete if applicable. Differentiated teaching methods and instructional materials incorporating multiple means of representation across course content (what they learn), processes used to convey knowledge (how they learn), and student products of learning (evidence of learning.) Please use bulleted lists.

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>U</th>
<th>$x^2$</th>
<th>$x_2$</th>
<th></th>
</tr>
</thead>
</table>

Course Development (Complete if applicable). Activities to develop new courses (courses new to the faculty or the program or major revisions to an existing course.)

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>U</th>
<th>$x^2$</th>
<th>$x_2$</th>
<th></th>
</tr>
</thead>
</table>

Program Development (Complete if applicable.) Program effectiveness studies, program reviews, and other activities, which contribute to program development. Please use bulleted lists.

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>U</th>
<th>$x^2$</th>
<th>$x_2$</th>
<th></th>
</tr>
</thead>
</table>

Recruitment and Retention (Complete if applicable.) Open house, distributing brochures, marketing student outreach, presentations to potential students. Please use bulleted lists.

| B | I | U | $x^2$ | $x_2$ |  |
2.5.6.4 DEVELOPMENT ACTIVITIES RELATED TO TEACHING AND EDUCATIONAL ACTIVITIES

Enter this information under GENERAL INFORMATION\Faculty Development Activities Attended. Be sure to check the classification for teaching and any others that apply.

**Activity Type**

**Explanation of "Other"**

**Activity Classification<br/>(check all that apply)**

- Teaching
- Research
- Service

If the type of activity is not listed, select “Other” and then provide the type in the Explanation of “Other” text box.

**Activity Type**

- Conference
- Continuing Education
- Faculty Internship
- Fellowship
- Research/Writing Presentation
- Self-Study Program
- Seminar
- Software Development
- Tutorial
- Workshop
- Other

**Explanation of "Other"**
2.5.6.5 SPECIAL AWARDS, HONORS, CONTRIBUTIONS, GRANTS RECEIVED RELATED TO YOUR TEACHING AND EDUCATIONAL ACTIVITIES (Examples include, but are not limited to: receiving the Piper Award, being a finalist for the Piper Award, receiving the President’s Distinguished Teaching Award. Documentation to support this recognition needs to be provided. Recipients would typically receive a rating of “Exceeds Expectations” in this area.)

Enter this information under GENERAL INFORMATION Awards and Honors. Select Teaching in the Scope dropdown menu. Be sure to enter additional information in the Description/Explanation text box and the date the Award was received.

**Award or Honor Name**

**Organization/Sponsor**

**Scope**

Teaching

**Description/Explanation**

---

**Date**

**Month** **Day** **Year**
2.5.7 RESEARCH AND SCHOLARLY ACTIVITIES

Enter this information in SCHOLARSHIP\RESEARCH\Publications. To add multiple authors, select the +Add Row add the bottom of the Author box. To reorganize author order, you can move author boxes under the Actions dropdown.

UHCL faculty may be auto filled by selecting their name from the People at University of Houston Clear Lake dropdown menu. If an author is not from UHCL, ignore this box and type in their information in the appropriate fields.

Complete all other fields as applicable.
The **Scope** field allows you to note where the work was published.

Citations of Previously Published works for the current year may be entered under **SCHOLARSHIP\RESEARCH\Citations of Work in this Section.**

**Title of Work Cited**

**Date of Original Publication**

**Month of Original Publication**

**Number of Citations**

**Date Last Updated**

**Month Last Updated**

**Day Last Updated**

**Year Last Updated**
PROPOSALS SUBMITTED/AWARDED

Enter this information in SCHOLARSHIP/RESEARCH\Contracts, Grants, Sponsored Research and Non-Funded Research.

Contract/Grant/Research Type

Contract/Grant/Research Title

This field is required.

Sponsoring Organization/Program

Awarding Organization Is

This field is required.

Explanation of "Other"

The investigator fields are just like the Author fields in Publications. To add multiple authors, select the +Add Row add the bottom of the Author box. To reorganize author order, you can move author boxes under the Actions dropdown.

UHCL faculty may be auto filled by selecting their name from the People at University of Houston Clear Lake dropdown menu. If an investigator is not from UHCL, ignore this box and type in their information in the appropriate fields.

Revised 1/20/20
Enter the date submitted in the **Start Date**. Complete all other fields as applicable.
CONFERENCE PAPER PRESENTATIONS
Enter this information in SCHOLARSHIP\RESEARCH\Presentations.

Presentation Type

Explanation of “Other”

Conference/Meeting Name *

This field is required.

Sponsoring Organization

Location

Presentation Title *

Presenters/Authors (1)

The Presenters/Authors fields can be completed in the same method as those in Publications and Contracts.

Use the Scope field to note the Type of presentation.

Scope

Local

State

Regional (Multiple States)

National

International

ADDITIONAL EVIDENCE OF MERIT OR RECOGNITION (Complete if applicable.)
Information for this may be completed under SCHOLARSHIP\RESEARCH\Research Currently in Progress and SCHOLARSHIP\RESEARCH\Summary Text.
2.5.8 EVALUATION OF SERVICE
This information may be entered in the appropriate SERVICE category.

Information from each category will be reported in the following ways:

1) College/University Service will contain activities reported under the following:
   - Student Organization Advised,
   - Program,
   - College
   - University

2) National/International Service will contain activities reported under SERVICE\Professional that are noted as National or International in the Scope.

3) State/Regional Service will contain activities reported under SERVICE\Public and/or SERVICE\Professional that are noted as State or Regional. NOTE: Currently this field is titled Audience in the Public Service section. This is being changed to scope for consistency.

SERVICE\Public:
4) **Event Participation** items check will be included. Events that are specific to COE that are not on the check lists should be included in **SERVICE\Summary Text**

**ANY OTHER ACTIVITIES OR CONSIDERATIONS THAT SHOULD BE TAKEN INTO ACCOUNT THIS YEAR.**

These activities should be added in the **GENERAL INFORMATION\Summary Text** in bulleted form.

**Year**

**Summary**

| B | I | U | x² | x² | B | I | U | x² | x² | B | I | U | x² | x² | B | I | U | x² | x² |
|---|---|---|----|----|---|---|---|----|----|---|---|---|----|----|---|---|---|----|----|---|---|---|----|----|
|   |   |   |    |    |   |   |   |    |    |   |   |   |    |    |   |   |   |    |    |   |   |   |    |    |