

GUIDELINES FOR TEACHING DOCUMENTATION

New York Institute of Technology

The first part of the Mission Statement of the New York Institute of Technology is to provide career-oriented professional education. Thus, it is essential at NYIT that teaching excellence be fostered and acknowledged. Towards this end, any faculty member who is being considered for reappointment, promotion, tenure, or a teaching award is encouraged to present comprehensive documentation regarding the candidate's teaching activities and accomplishments for consideration by the appropriate committees and administrators. This documentation will consist of what is in the candidate's curriculum vitae plus additional information. Following are lists of teaching-related activities and accomplishments that should be included as part of the candidates' files. The lists encompass many different types of evidence that can be presented concerning a faculty member's teaching. It is by no means expected that every candidate will have engaged in every teaching-related activity. The purpose of the following lists is to remind candidates of the range of activities that may be included if the candidate has engaged in them. Faculty will find it easiest to compile the specified documentation by collecting the information as it arises, rather than immediately prior to a personnel action. Faculty may wish to consider establishing a digital, in addition to, or in place of, a traditional paper teaching portfolio.

Teaching Documentation Required for Inclusion In Personnel Files for Reappointment, Promotion, Tenure, and Teaching Awards

- Results of all student evaluations of teaching conducted by the NYIT administration
- Results of all peer observations conducted according to the guidelines in the NYIT-AAUP Collective Bargaining Agreement
- Course syllabi (see Faculty Handbook for what must be included)
- List of each section taught, when it was taught, its enrollment, and the modality of instruction (traditional, hybrid, online, DL, etc.)

Other Types of (Optional) Teaching Documentation that Might Be Included in Personnel Files for Reappointment, Promotion, Tenure, and Teaching Awards

Faculty Innovation and Outcomes

- Candidate's teaching awards
- For online courses, data regarding faculty contact with students
- Additional reports of faculty teaching observations
- Video of the candidate engaged in teaching (or, for online courses, a video clip or e-lecture)
- Activities that the candidate has undertaken to enhance the candidate's, other faculty's, or students' teaching performance (e.g., workshops taken or given)
- Descriptions and examples of the use of technology in the candidate's teaching (including, for online courses, sample of technology enhanced delivery (Flash, Multimedia, Authorware, etc.)

Student Impact and Outcomes

- Academic awards to students mentored/taught by candidate
- Subsequent positions of or programs enrolled in by students mentored/taught by candidate
- Letters from current and former students as appropriate and if available

- Sample graded student papers or projects, especially any honors or independent study projects or undergraduate theses
- For online courses, sample of student interaction
- Sample graded student exams or results of other types of outcomes assessment
- List of graduate theses that the candidate has supervised
- In some disciplines, examples of student pre-and postexam test results may be available and suitable for inclusion
- List of scholarly publications or significant creative activity completed by students working with the candidate
- Methods of working with undergraduate and/or graduate teaching assistants
- Sample of group activities or projects

Institutional, Department, or School Impact

- Description of any new program development engaged in by the candidate
- Description of any new courses developed by the candidate
- Description of external or internal funds obtained and/or used by the candidate for teaching-related activities