

## Instructional Activity Chart Appendix 6

Below is a partial sample of the Instructional Activity Chart required by the guidelines. This chart is designed to provide readers at all levels with a consistent overview of applicants' teaching efforts. Because teaching assignments vary widely, this template includes some features that may not seem immediately clear or relevant to you, but that do matter as committees review a large range of files. **Please complete it as fully as possible.**

Instructional summary by semester for the period under review						
	Course Title	Number and Section	Course Credits	Contact Hours	Enrollment	Average of Evaluation Items <sup>1</sup>
<b>Spring 2017</b>					<b>97</b>	<b>4.77</b>
	Intro to X	xxx.1xxx-202	3	3	40	4.75
	Intro to X	xxx.1xxx-203	3	3	38	4.7
	Advanced Y*	xxx.4xxx-201	4	6	19	4.85
<b>Fall 2017</b>					<b>135</b>	<b>4.81</b>
	Intro to X	xxx.1xxx-202	3	3	41	4.81
	Intro to X	xxx.1xxx-203	3	3	40	4.77
	Advanced Y	xxx.4xxx-201	3	3	35	4.86
	Topics in Y**	xxx.4xxx-031	4	3	19	3.62***
<b>TOTALS</b>	<b>Unique Courses</b>	<b>Sections</b>	<b>Total Course Credits</b>	<b>Total Contact Hours</b>	<b>Total Enrollment</b>	<b>Overall Average of Evaluation Items <sup>1</sup></b>
	<b>3</b>	<b>7</b>	<b>29</b>	<b>24</b>	<b>232</b>	<b>4.79</b>

\* service learning course

\*\*online course, overload

\*\*\*37% return

<sup>1</sup> Include an average of ratings only for items directly related to instructional effectiveness.

### Frequently Asked Questions about Appendix 6

#### Why do I need to list both course credits and contact hours?

While many faculty teach only courses where the number of course credits (the number of credits earned by students who pass the course) and the number of contact hours (the number of 50-minute hours that you are with the students each week) is identical, many others teach in formats where this is not the case. In order to help depict the teaching efforts of all faculty, we include both of these measures. "If you teach only courses where the credits and contact hours are the same, feel free to combine those two columns and relabel it as "Course Credits/ Contact Hours." If your course is online, you can simply leave the "Contact Hours" column blank or note "N/A."

#### How do I arrive at the Average of Evaluation Items for this chart?

Because each college has its own evaluation form, there is no standard set of questions that are factored into this average. Before you begin to tabulate your evaluations, decide which numerical items on your survey are instructor-focused, and state your approach plainly on Appendix 6. For example, an item like "The instructor was well-prepared for class" is clearly focused on you, and so should be included, while student-focused items like "I put my best effort into this class," or other items not related to the quality of instruction should not be included. If your college's survey has a summative item like "What is your overall rating of this instructor's teaching?" you may use that item as your average. Whatever data you present, be sure to document your approach clearly on Appendix 6. **This is one of the most time-consuming aspects of building your portfolio, so please plan ahead!**

#### What are "Unique Courses," and how do I calculate this number?

This is simply a count of how many different courses you have taught. Neither a high nor a low number is better; this is just one more way for reviewers to get a sense of your teaching load as they reflect on your narrative.

#### What if I have information about other elements of my teaching that I want to include?

Many faculty use footnotes like those in the sample above to help readers understand the scope of their instructional efforts. Many who are engaged in supervising student research also include a separate list of their research advisees, including graduate student supervision/committee membership, Honors Thesis supervision, directed studies, etc. Please feel free to augment your chart accordingly, but consider whether reviewers will be able to digest the information quickly in table form, or if the information is more suited to your narrative.