

Guidelines for the Annual Report on Teaching Effectiveness

Understanding the Purpose of the Annual Report on Teaching Effectiveness for Faculty, Instructors, Chairs, and Directors

What is the ARTE?

The Annual Report on Teaching Effectiveness (“ARTE”) provides faculty members and instructors with an opportunity to reflect on their pedagogical and scholarly choices to ensure that Carleton promotes a culture where faculty members and instructors reflect on teaching approaches taken in an academic year to identify any areas of improvement, innovation, or where needed, any support that may be required.

The ARTE was developed by the University and the Carleton University Academic Staff Association (CUASA) as part of the Joint Committee on Teaching Evaluations (JSTE). The JSTE worked collaboratively to develop a tool that could be used by faculty member and instructors at Carleton University.

Who should complete the ARTE?

The ARTE is optional and intended to be completed by faculty members or instructors who want to reflect on, improve, or innovate their teaching approaches. If a faculty member or instructor chooses, they can use the ARTE in support of career-related decisions such as tenure, confirmation, and promotion.

Why complete the ARTE?

The ARTE allows faculty members and instructors to provide a narrative of their teaching and supervision work (as applicable) and the various decisions and outcomes relating to the approaches taken.

It can be a reflection on the scholarly and pedagogical choices taken in the previous academic year to:

- Identify areas of success and areas of improvement – what worked, what did not.
- Assess any gaps or areas of improvement in your teaching approaches.
- Set any teaching objectives that you wish to achieve in the next academic year.
- Engage in a practice of scholarly reflection on your teaching approaches.
- Situate one’s approaches within the scholarship of teaching and learning.

Finally, the ARTE can supplement the Student Experience Questionnaire (the “SEQ”) to provide an additional source of information for evaluating teaching records and enables Chairs or Directors to support faculty members and instructors in achieving any objectives that are outlined in the ARTE.

How does the ARTE work?

A faculty member or instructor would complete the 2022 ARTE by June 30th reflecting on the scholarly and pedagogical choices they have made. For subsequent years the ARTE will be distributed and collected in tandem with the SEQs. When completing the ARTE think about the following:

- Reflect on adopted teaching approaches and the tools and practices used:
 - What teaching approaches were employed and why those approaches were used (e.g. what does the literature say about a particular teaching approach)?
 - What teaching tools and practices were used and were they effective or not?
 - Are there any perceived gaps, or areas of improvement or innovation?
 - Do teaching approaches need to change or be re-assessed?
 - What objectives exist for using specific teaching approaches moving forward?
 - Would training or other supports be of benefit to support teaching effectiveness?
 - Are students engaged and interested in the course and your teaching approaches?
 - How are the approaches supported in disciplinary or scholarship of teaching and learning literatures?

- Reflecting on activities undertaken to support your development, if any:
 - What activities were undertaken to improve or develop teaching?
 - What was learnt or any other insights gathered over a specific course or during the academic year?
 - Is there any training or development that would be helpful?
 - What tools or supports are needed in order to achieve a specific teaching objectives or teaching effectiveness in general?
- If applicable, reflecting on supervision of students and its effectiveness:
 - What approaches were applied in supervision efforts, and did they work?
 - What steps were taken to overcome any challenges?
 - What feedback have students provided and were your approaches adjusted?
 - Are there any areas of improvement regarding supervision efforts?
 - Do students receive clear guidance to ensure their success?
 - Does your approach to student supervision support the development of superior learning and research skills?
 - Is feedback provided in a timely manner to ensure the student's academic growth and success?

Once the ARTE is completed you can do the following with the ARTE:

- You can complete the ARTE as a personal reflection on your teaching approaches. You do not need to submit it to your Chair or Director whether to discuss or add it to your employee file.
- You can complete the ARTE and submit it to your Chair or Director to discuss without any intention of placing it on your employee file for career-related decisions such as CDI, tenure, confirmation, or promotion.
- You can complete the ARTE and submit it to your Chair or Director to discuss and indicate that it be placed on your employee file for career-related decisions such as CDI, tenure, confirmation, or promotion.

Discussing the ARTE

You are not required to submit the ARTE to your Chair or Director – however, if you submit the ARTE to your Chair or Director, a meeting may be convened to discuss the ARTE. The purpose of the discussion is to reflect on the pedagogical choices made, assist in identifying any recommendations or suggestions to achieve a faculty member or instructors stated teaching objectives, and provide feedback or support.

Supporting Chairs and Directors

It is acknowledged that Chairs or Directors may also need support to engage in these discussions and facilitate support for their colleagues. If a Chair or Director needs support in how to engage in these discussions and support their colleagues, they should contact their Dean. When having conversations regarding the ARTE with faculty members and instructors the following questions can assist in determining how to best provide recommendations, feedback or support:

- Are teaching approaches meeting learning outcomes set for the course and/or degree program?
- Are there any training or development needs that have been identified?
- Are there any areas where support could be offered (e.g., peer support)?
- Are colleagues interested in having regular meetings to discuss their teaching approaches?
- Are there any recommendations or ideas that could be explored?
- Do responses on the ARTE spark any programmatic considerations?

- Do trends in the responses on the ARTE exist across the department?

It is acknowledged that Chairs or Directors may not have all the answers. It is expected that as we begin to have these discussions we will adapt to the various needs of our colleagues. The Deans are available to provide support. The Deans may recommend university services such as Teaching and Learning Services (TLS) for further assistance.

Conclusion

The University and the Association will be supporting the implementation of the ARTE and providing guidance based on the needs of our colleagues. We strongly encourage the use of the ARTE as a tool for reflection on teaching approaches in furthering the goal of pedagogical improvement and innovation.

Thank you for all your efforts in teaching and learning at Carleton University.