**College of Liberal Arts and Sciences**

**Chart for Summarizing Teaching Assignments**

**Note:** In the version of this chart incorporated into or attached to the CV, inclusion of ACE summary scores is **optional**.

In reviews for promotion and/or tenure the candidate **must** include the following ACE summary scores in the promotion dossier available to Departmental Promotion and Tenure Committee, the Departmental Consulting Group, the DEO, the Collegiate Consulting Group, the Dean, and the Provost: Effective Fall 2020, the 6 new required ACE Scores (shown below) must be included in the teaching chart. Prior to Fall 2020, the candidate **must** include the CLAS Core, Oral Communication Competence (or equivalent), and at least two additional ACE summary scores on the teaching chart. Summaries for courses offered prior to Spring 2016 **must** include Oral Communication Competence and at least five additional questions: in as much as possible, three of the five questions should be similar to the CLAS Core questions. The candidate may provide median or mean summary scores and must indicate which is used.

In all reviews for promotion and/or tenure, the departmental promotion and tenure committee must consider student evaluations of teaching in preparing its report. The appendix containing student evaluations of teaching is not forwarded to the college with the rest of the Promotion Record ([1.B.3.c.vi](https://clas.uiowa.edu/faculty/faculty-appointments-review-department-level-procedures#3.c.vi)). This appendix is available to the DCG and, upon request, to the College and University.

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| **Semester/Yr** | **Advisees** | **Courses Taught** | **New Required ACE Scores** |
|  | **Undergrad** | **Graduate** | **Course Number and Title** | **Students Enrolled** | **Instructor used time well** | **Instructor comm. clearly** | **Teaching Methods helped students learn** | **Learning Materials facilitated student learning** | **Assessment aligned with objectives** | **Help was available to students** |
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| **Semester/Yr** | **Advisees** | **Courses Taught** | **CLAS Core and Other Selected Scores** |
|  | **Undergrad** | **Graduate** | **Course Number and Title** | **Students Enrolled** | **Instructor was effective** | **Work assigned worthwhile** | **Instructor supported student learning** | **Oral comm. competence** | **Addl. Question #1** | **Addl. Question #2** |
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