

To fully understand your teaching responsibilities (Part 1, one page max, 12 pt font) and teaching philosophy (Part 2, one page max, 12 pt font), we ask that your document address at least the following questions.

### **Part I**

- **How many students are you teaching this semester?**

(If you are teaching more than one section or one course, list the number of students in each.)

- **Describe any duties beyond the classroom instruction in which you contribute to the teaching mission for the course.**

That could include coordinating other teaching assistants for the course, developing materials used by other instructors for the course, etc.

- **Describe your role in creating or choosing the content for your teaching.**

If you are teaching as part of a multi-section class, you can note if you modify lessons and materials that all section instructors are required to use.

If you have created the course, please discuss what that involved.

Overall, you can include preparing the syllabus, selecting the course readings, designing lessons, creating teaching materials (i.e., slides, handouts, videos), creating assessment tools (rubrics, quizzes, and exams), developing the Canvas component of the course, choosing material to present, etc.

- **Describe any steps you have taken to prepare, advance, grow or develop as a teacher.**

This can include any professional development, reading material, outside evaluation, etc. that can help improve and develop your teaching skills.

## Part II

To understand your teaching philosophy, we ask that you describe your overall philosophy and, that you touch upon the following issues:

- **Describe a teaching-related accomplishment that you are particularly proud of.**

If there is a particular accomplishment, something that you proposed, implemented, or just used that you consider particularly important or that has had an impact in the classroom or on a particular student (do not provide any information that could identify the student).

- **When you encounter a student who is struggling with the class, how do you deal with that situation?**

This could include a description of a teaching methodology to help the student, additional resources, individual conversations, description of a specific example of something that you have done, etc. (Do not provide any information that could identify the student.)

- **Describe how would you deal with a problem with a student or a problem in the classroom.**

This can include an academic challenge or a non-academic challenge that hinders the smooth environment in the classroom.

- **Describe how you approach the creation of a classroom community.**