

KF-SCIS Handbook

Submitting Teaching Evaluation Documents for Annual Review

Inaugural Academic Year: 2023-2024

Academic Year 2023-2024 is the first year for which Teaching Evaluation will be performed using the updated KF-SCIS Guidelines for Evaluation of Teaching. For a copy of these guidelines, please visit the following site: https://www.cis.fiu.edu/wp-content/uploads/2023/10/KF_SCIS_Guidelines_APPROVED.pdf. Data collection described within this handbook will be used to assess the “Rubric Used for Three Faculty Sources” portion, described at the bottom of Page 6 of these guidelines.

Scroll down, and you will find “Activities for the Evaluation of Classroom Teaching”:

▼ Activities for the Evaluation of Classroom Teaching Help

Activity(ies) to collect evidence from students: (maximum 500 character limit including spaces)	Activity(ies) to collect evidence from peers: (maximum 500 character limit including spaces)	Activity(ies) to collect evidence from self: (maximum 500 character limit including spaces)	Teaching Narrative (maximum 1500 character limit equaling approximately 750 words)	Start Semester	End Semester	Actions
No data available in table						

[Add](#) [View All](#)

Click “Add”. You will be taken to a page with four sections, labeled A-F.

Section A: Semesters where activities took place. Semesters for this academic year should be between Summer 2023 and Spring 2024 (inclusive). Note as the form says, you are not required to collect feedback every single semester.

A Start and End Terms

Please use Box A to indicate the semester(s) you engaged in activities to collect student, peer, and self data. You may select any or all of Summer, Fall, or Spring semesters.

Note: there is no requirement to do evaluation activities every semester.

Start Semester*	Select Semester ▼	Select Year ▼
End Semester*	Ongoing ▼	Ongoing ▼
Additional Comments (optional):		

Sections B-D: Student (B), Peer (C), Self (D) Data. All will look similar to section (B) below:

B Student Data

In the text box below, please report the activities you used to evaluate your teaching by collecting **student data** this academic year (e.g., Mid-semester feedback, focus groups, measure of learning outcomes such as pre/post tests or capstone papers, SPOTs).

[Click here for examples for evidence from students.](#)

Activity(ies) to collect evidence from students: (maximum 500 character limit including spaces)	
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Please list the activities you used to collect feedback from students (section B), peers (section C), and self (section D). Note in these sections you are only listing the activities, not discussing the results.

For Section B (student), activities can include SPOTS, and/or various alternatives. For Section C (peer), activities can include the KF-SCIS Peer Evaluation Form, and/or various alternatives. For D (self), activities can include a self-reflection, and/or various alternatives.

Note the KF-SCIS Peer Evaluation Form is located here (https://www.cis.fiu.edu/wp-content/uploads/2023/10/KF-SCIS_Peer_Evaluation_Form.pdf) for in-person and hybrid courses, or here (https://www.cis.fiu.edu/wp-content/uploads/2023/10/Addendum_to_Peer_Evaluation_Guidelines_V2.pdf) for online asynchronous courses.

Some alternatives to these defaults can be found using the link on the form (Click here for examples for evidence from students). Others can be found here: <https://users.cs.fiu.edu/~tcickovs/CAT/ET/evaluatingteaching.html>.

Section E. Teaching Narrative. This section is for discussing results:

E Teaching Narrative (optional)

This is a space to share how your evaluation efforts have informed your teaching practice. You may upload your narrative here or submit one to your chair in the method determined by your department.

Teaching Narrative (maximum 1500 character limit equaling approximately 750 words)	
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We recommend the following clear, concise structure for this section. Provide three blocks, one for each of sections B (student), C (peer) and D (self) above, structured as follows:

1. Activit(y/ies). A bulleted list of the activit(y/ies) that you used for this source of feedback.
2. Results. A summary of the results collected over all activities in (1).
3. My interpretation of the results. Please make specific references to points from your results, number 2 above, and a summary of what you feel are the implications for your course(s). *Note: If you believe the implications involve improvements to your course, you are encouraged to provide specific details here without reservation or concern of a negative impact to your evaluation. In fact the opposite is more likely, as a key factor in designing this portion of the rubric was an opportunity to give faculty credit for taking into account feedback and using it to improve their courses.*
4. My plan for next academic year, based on this interpretation. Provide a summary of your plan for next semester, in response to your interpretations from (3). Please provide concrete action items, with which you fully intend on following through that are based on the data collected and analyzed. Note that starting in 2024-2025, a score of '5' on this portion of the rubric will require demonstrating evidence that your plan from the previous AY (2023-2024) was followed through, or otherwise a clear reason why the plan was changed.

Section F. Attachments. Add files that you would like to include with your submission.

F Attachments 

Attachment Type	Attachment
<input type="text" value="File"/>	<input type="button" value="Upload File"/> no file uploaded

Add Another