

TEACHING CHECKLIST FOR PHILOSOPHY GRADUATE STUDENTS

The department keeps a teaching file for each graduate student who serves as a GTA. The following checklist is intended to help you maintain your file in good order. The materials in these files will be considered by the GTA Advisory Committee in making nominations for teaching awards and in preparing teaching letters. Your long term aim should be to make sure that, **by September 1 of the year you will enter the job market**, your teaching file contains everything needed to help your letter writer craft a well-informed and positive teaching letter for you. You do not need to find a letter writer; teaching letters will ordinarily be written by members of the Committee.

If you will not be entering the job market for a number of years, plan ahead:

- _____ make sure that you have been provided with, and that your teaching file contains, a written report from each visit to one of your classes. If you have not received a report within two weeks of a visit to your class, contact the faculty member who visited and remind him or her that you will need it for your teaching file.
- _____ maintain a record of all of your student teaching evaluations; place a copy of any particularly good sets of evaluations—numerical scores and written comments—in your teaching file, plus a copy of your TCE summary that shows all courses taught and teaching effectiveness scores.
- _____ include sample syllabi from courses for which you were the instructor. You are welcome to include a short teaching statement that explains things like your approach to teaching, how your teaching has changed or improved, and so on.

If you plan to enter the job market not this year, but in the next two years:

- _____ contact the chair of the TA Advisory Committee and request a visit to one of your classes so that your teaching file includes a fresh report on your teaching
- _____ check to make sure that your teaching file contains copies of all visitor reports, including a recent report; contact any visitor who still hasn't filed a report to see whether he or she might be able to provide one
- _____ review the checklist below: try to complete as much as you can ahead of time

If you plan to enter the job market this year, complete the following by September 1:

- _____ check to make sure that your teaching file contains all visitor reports, including a recent report
- _____ place in your file the following items:
 - _____ at least 3 sets of student evaluations (that is, evaluations from at least 3 classes)—**numerical scores and written comments**—that represent your best work, plus the most recent TCE summary listing all courses taught and teaching effectiveness scores
 - _____ a note indicating any departmental TA training sessions you have attended or mentoring you have received
 - _____ your CV, which should include a **list of courses** for which you have served as TA or primary instructor—please highlight these courses and include syllabi, **and** any **teaching related honors or awards**, including any service you have performed as a TA mentor or a facilitator at TA training sessions
 - _____ your teaching statement