

Guidelines for the Annual Report on Teaching Effectiveness

**Understanding the Purpose of the Annual Report on Teaching
Effectiveness for Faculty and Instructors**

What is the ARTE?

The Annual Report on Teaching Effectiveness (“ARTE”) is an optional tool completed by faculty members and instructors as a counterbalance to the Student Experience Questionnaire (“SEQ”) that may be used for career advancement. The SEQ is an opportunity for students to provide feedback on their experience in the course, whereas the ARTE is an opportunity for faculty members and instructors to provide their own narrative with respect to their teaching approaches in an academic year.

While the ARTE is optional, both the University and the Association strongly encourage faculty members and instructors to complete the ARTE as it is a useful tool for assessing and reflecting on teaching approaches. The ARTE was developed by the University and the Association at the Joint Committee on Teaching Evaluations.

The ARTE may be completed annually each Spring term, allowing an opportunity for the faculty member or instructor to reflect on their pedagogical and scholarly choices that were made to identify areas of improvement or opportunities for innovation.

Who submits the ARTE?

It is encouraged that you submit your ARTE as part of your submission for the Career Development Increment (“CDI”) and/or as part of the teaching dossier submitted when applying for Tenure and/or Promotion (“T&P”). The ARTE can serve as a useful counterbalance to feedback contained in the SEQs and provide important insight into faculty members’ and instructors’ choices regarding teaching approaches and pedagogy.

You may also wish to complete the ARTE as a personal reflection which is also encouraged. In such cases, you would use the ARTE as a tool for your own professional development. In cases where you identify areas for improvement, you can approach your Chair or Director to obtain guidance on existing supports that are available.

When to submit the ARTE

The ARTE will launch annually around the same time as the SEQs. This year, it will launch on March 27, 2023 and is to be completed by May 15, 2023. If you wish to have the ARTE included as part of the assessment for your CDI, submit it to your Chair or Director no later than May 15, 2023. If you wish to have the ARTE included in your T&P application, include it in your teaching dossier when submitting your application. Please note that applications for T&P are due on September 15, 2023.

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 growth.

If you have questions about the ARTE, please get in touch with your Chair/Director, TLS, or CUASA.

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