

Guidance for Applicants on How HRHD Assesses Key Elements of Applications

This document is intended to help candidates prepare their applications in a way that will receive their highest possible scores on the HRHD PTAC rubric as approved on Jan. 18, 2021.

re: Part (b) of Appendix H: Teaching experience in similar or substantially similar course(s) at other institutions

HRHD will recognize teaching in similar courses at other institutions. To gain such recognition of prior experience candidates must

- submit teaching evaluations for those courses; and
- course calendar descriptions that demonstrate that the courses have similar content.

At least one syllabus from each such course would also be appreciated.

re: Part (c) (ii) of Appendix H: Teaching dossier or other supporting documents

Candidates are encouraged to include the following types of evidence in their c.v.s and teaching dossiers and to highlight it in ways that will draw the PTAC members' attention.

- Teaching Philosophy/Description of Teaching Practices and How They Are Applied to Achieve Student Outcomes/Statement of Pedagogical Goals and Objectives
- Sample course syllabi, especially for the course(s) under consideration (Note: Where syllabi are not directly related to the course under consideration, a maximum of two will be reviewed. These will be selected in order of appearance.)
- Assessment strategies: As found in descriptions of assessment strategies, assessments in course outlines, and/or examples of assignments, tests, and exams, etc.
- Non-survey-based assessments of teaching, such as letters and testimonials from students, recognition from colleagues, and teaching awards

re: Part (d) Relevant qualifications including scholarship in the field, professional experience, pedagogical development, development of course materials

The HRHD PTAC rubric specifically identifies the following items. If you have evidence not listed here that you think the committee should consider, please make this very clear in your cover letter. With the exception of doctorates and general teaching-related categories, these materials must be directly relevant to the position advertised.

- Doctorate
- Scholarly monographs, co-edited books, textbooks
- Peer-reviewed scholarly journal articles
- Book chapters
- Conference presentations
- Book reviews
- Course-relevant professional work experience, including professional reports
- Participation in teaching workshops
- Publication of scholarly articles on teaching, curriculum development, etc.
- Development of relevant course materials (e.g., textbook materials (test banks, slide decks, etc.), developing a completely new course, course related YouTube videos, innovate forms of evaluation, etc.)