

OFFICE OF THE EXECUTIVE VICE CHANCELLOR

July 7, 2023



ALL ACADEMICS AND STAFF AT UC SAN DIEGO (including UC San Diego Health)

Holistic Teaching and Mentoring Evaluation

UC San Diego is in the process of transitioning to a new, holistic approach to teaching and mentoring evaluation over the next two years. The goal is to develop an encompassing, transparent, and inclusive evaluation process that does not involve a significant increase in workload, so that we can build out more complete (and sustainable) evaluations of teaching and mentoring on our Campus.

A new standing committee that includes faculty, administrators, staff, and students is overseeing the transition to holistic teaching and mentoring evaluation. This transition will happen gradually. It is anticipated to be completed by Academic Year 2025-2026.

The two most significant changes coming in this transition are: (1) new student feedback forms in undergraduate and graduate courses, and (2) a portfolio-

based self-review of teaching and mentoring during the AP review process. This email contains information about both of these components.

New Student Feedback Forms for Courses:

Starting in Summer 2023, a new Student Evaluation of Teaching (SET) form will replace CAPE forms for undergraduate courses. Next year (AY 2023-24), this form will be introduced in graduate courses. There will also be a new standard form for students to evaluate IAs, which is still under development. You can find more information about the new SET form, including its questions and the history of its development on this website:

<https://undergrad.ucsd.edu/programs/holistic-teaching-evaluation.html>.

Portfolio-Based (Holistic) Review of Teaching and Mentoring:

Under this new review process, all faculty will be expected to submit a teaching and mentoring statement and portfolio for each review period. This will include syllabi, explanations of teaching content, and if desired, your comments on student teaching evaluations. A draft of the instructions for creating the portfolio can be found here: <https://go.ucsd.edu/3JcOmyi>

Note that these guidelines may change over time as we learn more about our new holistic teaching evaluation process.

Roll-Out Plan and Opting-In to Holistic Teaching Evaluation:

During Academic Year 23/24 and Academic Year 24/25, we invite faculty to opt-in to holistic teaching and mentoring evaluation for their reviews. The process will become mandatory in Academic Year 25/26.

If you are scheduled for an academic review in AY 23/24 and are interested in shifting to this new portfolio process for holistic teaching evaluation, please contact holistic-teaching@ucsd.edu. Please include your department name, so that we can coordinate with your department AP staff and chair.

Please look out for upcoming information on workshops and support for creating these materials, led by the Teaching and Learning Commons.

For more information, please see the Holistic Teaching Evaluation Website:

<https://undergrad.ucsd.edu/programs/holistic-teaching-evaluation.html>

If you have any questions, feel free to reach out to the Holistic Teaching Oversight Committee at holistic-teaching@ucsd.edu.

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