

OFFICE OF THE EXECUTIVE VICE CHANCELLOR

June 6, 2024



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

Holistic Teaching and Mentoring Evaluation Update

UC San Diego is continuing its process of transitioning to a new holistic approach to the evaluation of teaching and mentoring, based on the recommendations of two Senate-Administration workgroups. The Holistic Teaching and Mentoring Evaluation Oversight Committee (HTOC) has overseen several changes relating to this transition.

This announcement provides an update to the UC San Diego community and seeks faculty and departments interested in transitioning to the new process this year.

Student Feedback Form updates:

We want your feedback on the new [Student Evaluation of Teaching](#) (SET)

form, which replaced CAPE for instructors in all undergraduate courses in Summer 2023. Please complete this [SET faculty survey](#) to let us know how the SET form is working for you.

HTOC has developed similar updated student feedback forms for Instructional Assistants and instructors of graduate courses. Starting fall 2024, all courses will use the new SET forms to collect student feedback on both instructors and Instructional Assistants. Additionally, departments will have the ability to add department-wide custom questions to SET forms starting in summer 2024. See set.ucsd.edu for more information.

Portfolio-Based Evaluation updates:

In the academic year 2023-24, approximately 12 faculty members opted into holistic teaching and mentoring evaluation. Based on feedback from this pilot, we have updated the portfolio construction instructions and holistic review guidelines. These updated documents are linked here and are available on the [Holistic Teaching and Mentoring Site](#):

- [Statement and Portfolio construction instructions](#)
- [Portfolio review guidelines](#)

Timeline updates:

We have extended the full campus target transition to holistic teaching and mentoring evaluation. Starting in the 2026-27 academic year, all faculty undergoing academic personnel review will be expected to submit a teaching and mentoring portfolio as part of their review materials. Over the next two years (2024-25 and 2025-26), we will be expanding the holistic teaching and mentoring review pilot, collecting feedback, and developing resources to ensure a smooth transition.

Opportunities for faculty and departments:

Faculty and departments are encouraged to opt in to holistic teaching and mentoring review during the 2024-25 academic review cycle. Please contact holistic-teaching@ucsd.edu to let us know and for support with this process from the HTOC.

The Teaching and Learning Commons, in partnership with HTOC, will host a Teaching and Mentoring Portfolio development retreat consisting of two, half-day sessions. Selected applicants who participate will receive \$1,000 that may be used toward educational, research or scholarly activities. See [this website](#) for more information and to apply. Applications are due June 11, 2024.

Members of the Holistic Teaching and Mentoring Evaluation Oversight Committee are available for department visits. Please contact holistic-teaching@ucsd.edu to request a visit.

For more information, please see the Holistic Teaching Evaluation Website: <https://holisticteaching.ucsd.edu/>

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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