

FORMAT FOR TEACHING CHRONICLE IN PERSONNEL DOSSIERS

In cases of reappointment as Assistant Professor or Promotion to tenure, the teaching chronicle should account for every semester from the date of appointment. In particular, leaves of absence should be noted.

In cases of promotion to Professor, the teaching chronicle should account for the most recent six-year period in which courses were taught since promotion or appointment to tenure. If this period has been shorter than six years, the chronicle should go back to the tenure probationary period so that it covers at least a six-year period. Of course, this may be limited by the amount of time the faculty member has been at Penn if that period is less than six years.

SAMPLE

Benjamin Franklin

TEACHING CHRONICLE

Course numbers up to 499 are undergraduate courses; course numbers 500 and above are graduate courses.

<u>Term</u>	<u>Course #</u>	<u>Title</u>	<u>Replies Recd/ # Students</u>	<u>Overall Quality Instructor</u>	<u>Overall Quality Course</u>	<u>Course Difficulty</u>
Fall 1989	Phil. 101	Analytical Methods I	10/13	3.9	3.9	3.5
Sp. 1990	Phil. 102	Analytical Methods II	8/10	3.9	3.9	3.5
Fall 1990	Scholarly Leave of Absence					
Sp. 1991	Scholarly Leave of Absence					

List of Supervised Graduate Students

<u>Term</u>	<u>Name</u>
Fall 1989	John Doe

List of Independent Studies with Undergraduates

<u>Term</u>	<u>Name</u>
Fall 1990	Jane Doe

Name

TEACHING CHRONICLE

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List of Supervised Graduate Students

List of Independent Studies with Undergraduates