|  |  |  |  |
| --- | --- | --- | --- |
| **Schedule of teaching responsibilities**  | **Name:** |  | **Date:** |
| *This form is part of the Otago Teaching Profile and is intended to give an overview of your recent teaching contributions and how these have been evaluated.* * *Add further rows as necessary. Normally, the schedule should display your teaching for the current year and previous three years.*
* *In the notes section for each year listed, you may wish to give context by listing factors affecting teaching opportunity for that year e.g. RSL; FTE reduction; research grant.*
* *Note that contact teaching hours do not include one-to-one meetings with students.*
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Year** | **2. Paper or Course** | **3. Teaching contributions****(Contact teaching hours per year)** | **4. Other teaching contribution** | **5. Leadership responsibilities** | **6. Student Questionnaires** | **7. Peer Reviews** |
| Paper code | Enrol-ments (esti-mate) | Lectures (hours per year)  | Tutorials(hours per year) | Practicals(hours per year) | **Total contact hours** **per year**  | e.g. fieldwork, practicums, distance teaching, clinical teaching, etc (specify) | **Total ‘other’ contact hours**  | (e.g. course planner, course coordinator, development of new teaching materials) | Date of question-naire | Report attached (Y/N) | Date of review | Record attached (Y/N) |
| ***Exemplar –*** *please delete these rows before finalising the schedule* | *UNIV 101**S1 and S2* | *100* | *10 x 2h* | *20 x 1h x 3 streams* |  | *20 + 60* | *Fieldwork – 2 days per semester* | *20* | *Course coordinator* | *14.4.22* | *Y* | *29.4.22* | *Y* |
| *UNIV 102* | *75* |  |  |  | *nil* | *Clinical teaching**Distance teaching* | *15* |  |  |  |  |  |
| ***Total contact hours for all papers - example*** | ***80*** | ***Total ‘other’ contact hours - example*** | ***45*** |  |
|  ***Example notes:*** | *My FTE was reduced to 0.8FTE this year so I did not teach all the UNIV101 lectures.* |
| **2023** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total contact hours for all papers - 2023** |  | **Total ‘other’ contact hours - 2023** |  |  |
| **2023 notes:** |  |
| **2022** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total contact hours for all papers - 2022** |  | **Total ‘other’ contact hours - 2022** |  |  |
| **2022 notes:** |  |
| **2021** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total contact hours for all papers - 2021** |  | **Total ‘other’ contact hours - 2021**  |  |  |
| **2021 notes:** |  |  |