Non tenured full time faculty (adjust timing of junior lecturers)

BSAD Faculty approved an “open classroom” to help develop excellent teachers. The Faculty Standards Committee (FSC) encourages all faculty to visit the classrooms of our “star” teachers.

First year

1. The BSAD FSC appoints a Mentoring Team (MT) to work with the candidate through the pre-tenured period
   a. 1 teaching; 1 research; 1 general (e.g., academic life, service)
   b. This MT will be the subcommittee of the FSC that writes the RPT report.
2. Near the end of the first semester, the teaching mentor evaluates the candidate’s teaching following the Team Evaluation Process (see description below):
3. The teaching mentor determines if a second semester assessment is necessary. If so, the entire MT evaluates the candidate following the Team Evaluation Process.

Second year (reappointment year)

1. Based upon the 2nd year RPT timeline, the MT conducts the Team Evaluation Process
2. Using the standard rubric, the FSC determines how many more faculty will visit a candidate’s class at least one time.
3. The FSC determines:
   a. if a third year assessment is necessary, and
   b. how many faculty need visit a candidate’s class at least one time (using the standard rubric).

Third year

1. If deemed necessary by the FSC, the MT conducts a Team Evaluation Process during the first semester and other faculty visit a candidate’s class at least one time.

Fourth year (2nd reappointment)

1. Based upon the 4th year RPT timeline, the MT conducts a Team Evaluation Process
2. Using the standard rubric, the FSC determines how many more faculty will visit a candidate’s class at least one time.
3. The FSC determines:
   a. if a fifth year assessment is necessary, and
   b. how many faculty need visit a candidate’s class at least one time (using the standard rubric).

Fifth year

1. If deemed necessary by the FSC, the MT conducts a Team Evaluation Process during the first semester and other faculty visit a candidate’s class at least one time.
Sixth year (tenure)

1. Based upon the 6th year RPT timeline, the MT conducts a Team Evaluation Process
2. Using the standard rubric, the FSC determines how many more faculty will visit a candidate’s class at least one time.

Senior full time faculty (tenured and senior lecturers)

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The FSC will evaluate the teaching of a senior faculty member when either of the following two conditions occurs:

- The Dean deems necessary, submits a written request to the FSC and the FSC concurs.
- The senior faculty member earns consistently below average student evaluation scores.

1. The FSC creates a teaching review (TR) team consisting of 3 tenured faculty
2. Near the end of the first semester following the request, the team conducts a Team Evaluation Process (see description below)
3. The Team develops an evaluation report (See description below)

Team Evaluation process:

a. The MT/TR members evaluate syllabi, exams/assignments, feedback from students, lecture notes/slides, etc.
   i. Each member uses the FSC approved rubric (not developed yet)

b. Each MT/TR member visits the classroom a minimum of 2 times to evaluate teaching
   i. Each member uses the FSC approved rubric for classroom visits

c. The MT/TR develops and presents an evaluation report (see description below) to the FSC

d. Whoever is appropriate (Mentor, FSC chair, or Dean) communicates the results to the faculty member. The individual communicating the findings should:
   i. report on both the candidate’s strengths and weaknesses and
   ii. make specific suggestions to the candidate about what he/she could change to improve their teaching

Evaluation report:

The report developed by the team should include the following:

1. A summary of scoring on rubrics
   i. Individual scores and aggregate scores
   ii. If relevant, assessments conducted by faculty not serving on the MT/TR
2. Overall conclusions and recommendations of the MT/TR
   i. Overall assessment of the quality of teaching materials
   ii. Overall assessment of the quality of classroom instruction
   iii. A recommendation to the FSC on actions to be taken