MSB Teaching Evaluation Requirements for Assistant Professors

Updated September 2011

The requirements, as initially outlined in the January, 2010 document for years 3 and 5, have been switched to reflect clarifications forwarded by Greg Rose during the June 2011 faculty meeting. Changes to requirements are effective starting Fall 2011.

**REF: Teaching Portfolio Approach, ITEM 3 (attached)** - Additional collegial evaluations are required for years 1, 3 and 5.

(a) In year 1, all junior faculty members are required to undertake a SGID [small group instructional diagnosis] for one of their classes. This SGID should include: (1) an overview of the SGID process and purpose, (2) the student feedback, and (3) an assessment of feedback results by the individual undertaking the SGID. [Suggestions: these SGIDs should be conducted by Kent Nelson or Evy Shankus]

(b) In year 3, all junior faculty members can choose to have either (1) a SGID or (2) an in-class observation and review of material conducted for one of their classes. This should be undertaken during the Fall or Winter quarters. The same standards of expectations governing requirements and the appropriate persons who will conduct the SGID as stipulated above will apply. The observation and review will be undertaken by dual observers: (1) an area senior faculty, and (2) a member of the administration team [who will consist of the same individual within any one year].

(c) In year 5, all junior faculty members are required to have an official in-class observation and review of material undertaken for one of their classes. This should be undertaken during the Fall or Winter quarters. The same standards of expectations governing requirements and the appropriate persons who will conduct the observation as stipulated in (b) above will apply.
TEACHING EVALUATION REQUIREMENTS FOR ASSISTANT PROFESSORS

January, 2010

The following is a summary and overview of requirements discussed and agreed upon by members of the Faculty Council and administration at the December 17, 2009 meeting. Requirements here are effective Fall 2010.

Teaching Portfolio Approach

The MSB teaching portfolio required for assistant professors will consist of the following:

1. Student evaluations for all classes and sections taught will be submitted annually.

2. Collegial evaluations will be undertaken annually. This will consist of an annual review of the faculty member’s:
   (a) student evaluations by all senior faculty
   (b) syllabi by area senior faculty
   (c) official teaching statements are optional for these annual reviews

3. Additional collegial evaluations are required for years 1, 3 and 5.
   (a) In year 1, all junior faculty members are required to undertake a SGID [small group instructional diagnosis] for one of their classes. This SGID should include: (1) an overview of the SGID process and purpose, (2) the student feedback, and (3) an assessment of feedback results by the individual undertaking the SGID. [Suggestions: these SGIDs should be conducted by Kent Nelson or Evy Shankus]
   (b) In year 3, all junior faculty members are required to have an official in-class observation and review of material undertaken for one of their classes. This should be undertaken during the Fall or Winter quarters. This observation and review will be undertaken by dual observers: (1) an area senior faculty, and (2) a member of the administration team [who will consist of the same individual within any one year].
   (c) In year 5, all junior faculty members can choose to have either (1) a SGID, or (2) an in-class observation and review of material conducted for one of their classes. In either event, the same standards of expectations governing requirements and the appropriate persons who will conduct either as stipulated above will apply.