Math/Science Department SENIOR FACULTY REVIEW FORM

This page will be completed by the department chair, please fill out the third page.

TEACHING
1) Each semester throughout the 5 year review period, the instructor has met his/her assigned classes.  
   Yes ☐  No ☐

2) Each semester throughout the 5 year review period, the instructor has delivered to his/her students a syllabus that clearly states: (a) the course requirements, (b) a fair, high standard grading system, and (c) conditions of academic advising.  
   Yes ☐  No ☐

3) Twice during the 5 year evaluation period, the instructor has shown evidence of a curriculum development activity.  
   Yes ☐  No ☐

ADVISING
4) The instructor offers academic advising to students either by holding office hours or by arranged appointments as stated in the syllabus  
   Yes ☐  No ☐

PROFESSIONAL RESPONSIBILITIES
5) The instructor regularly submits syllabi, required personnel forms, and grades in a timely manner.  
   Yes ☐  No ☐

6) The instructor manages the classroom/laboratory environment to satisfy the basic academic program.  
   Yes ☐  No ☐

7) The instructor regularly attends department meetings.  
   Yes ☐  No ☐

8) The instructor serves on a minimum of one collegewide or systemwide committee during the 5 year evaluation period.  
   Yes ☐  No ☐

9) The instructor is willing to serve on the DPC committee when elected to the position.  
   Yes ☐  No ☐

PROFESSIONAL GROWTH
10) During the 5 year review period the instructor has attended at least one professional program relevant to knowledge or pedagogical advancement.  
    Yes ☐  No ☐

Before the Department Chairperson checks any NO box, the chair will convene the Math/Science Department Personnel Committee to discuss if the NO box should be checked and to determine if any future action is necessary by the instructor. If the DPC concludes that such an action is necessary, it will make a recommendation regarding it. Both the Department Chairperson and the Instructor will be given the opportunity to present their views at the hearing. It is the Department Personnel Committee that renders all final recommendations to the instructor.
EVALUATION GUIDELINES

1) Meeting the assigned classes means that the instructor does not miss assigned lectures and labs without valid reasons. It does not mean that faculty cannot assign out-of-class study in lieu of lecture, nor does it restrict faculty from utilizing auto-tutorial instruction paradigms, nor does it prevent flexible scheduling of classes, team teaching, or the use of instructional assistants.

2) Course requirements usually include textbook required & the textbook assignments. If a textbook is not utilized, then the written instructional materials must be specified. A fair, high-standard grading system should be evidenced in the syllabus.

3) A curriculum development is to be broadly interpreted. It would include changes in course presentation, grant writing, changing textbooks, developing new courses, etc. Since some faculty might elect for changes that would require additional equipment/funds, the 2 developments per review period would allow for one funded curriculum development per biennium.

4) This advising requirement is also broadly interpreted. Reports of failure to be in the office during office hours are not evidence of failure to advise. This requirement recognizes that many faculty advise by student appointment--specifically not during office hours (for privacy), or in learning centers (where advising materials are present), or in the library (where journal/books are researched).

5) This is strictly interpreted to only include syllabi, personnel forms that demand signature, and student grade reports at the end of each semester.

6) This is strictly interpreted to just those administrative tasks that are essential to the basic functioning of an instructor's assigned class or lab. These would include the ordering of texts, the production of tests, and the ordering of necessary lab materials.

7) This is broadly interpreted to mean that the instructor tries to remain informed of departmental activities and regularly participates in its business and decision-making. It does not require attendance at every meeting.

8) This is broadly interpreted to include TPRC's, any Faculty Senate committees, Provost or Dean appointed committees, department planning committees that relate to the entire campus--budget, facility design, etc., grant-related committees, and articulation or college interdepartmental committees.

9) This is broadly interpreted to mean a general willingness to serve on the DPC during the review period. It is understood that a faculty member can be excused from DPC service during a particular time period for valid reasons.
10) This is broadly interpreted to include attendance at professional seminars and meetings, self-study programs, courses taken, books read, books written, degrees acquired, and educational travel.

This page is to be completed by the INSTRUCTOR.

INSTRUCTOR'S DOSSIER

NAME: ___________________________________  SEMESTER: ____________

1) Are copies of your course syllabi for each semester during the 5 year review period on file in the department office?  Yes ☐  No ☐

2) Do you have copies of your grade records for the evaluation period, if review of these are necessary?  Yes ☐  No ☐

STATE:
2) Describe two novel curriculum development activities:
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3) Describe one college-wide/system-wide committee service:
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4) Describe one professional program relevant to the field of knowledge or teaching:
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