

FACULTY REVIEWS

The following information can be found on the SMU website at:

<https://www.smu.edu/Meadows/About/AcademicAffairs>

Teaching Review Process Meadows School of the Arts

August 2022

Second-year and Fifth-year Reviews

Teaching Reviews will take place for untenured faculty, in the second and fifth years of their tenure-track appointments in the Meadows School of the Arts.

Teaching Reviews are recommended for all faculty members every three to five years.

The Second-year and Fifth-year Reviews are particularly important in the professional development of Meadows faculty. The entire faculty is reliant upon the generous and thoughtful participation of experienced senior faculty to make the process meaningful and worthwhile.

- The faculty member's Chair/Director, with the consent of the faculty member under review, will appoint a senior tenured or emeritus faculty member to conduct the review.
- **At least one of the two required reviews (second-year and fifth-year) should be conducted by a reviewer from outside of the Department/Division/Institute of the teacher under review.**
- The primary objective of the review is to provide experiences and information that will enable the faculty member to continue to grow and develop as an effective teacher.
- The process may be customized, as necessary and appropriate, to create the best possible *developmental experience*. Details regarding matters such as, but not limited to, deciding upon the specific classes that should be visited and whether the process should carry over into the Spring Term are at the discretion of the faculty member and the reviewer.

The **Tenured Teaching Reviewer** will:

1. Discuss matters of teaching philosophies, approaches, and strategies with the faculty member—both in general and with regard to the specific courses currently being taught;
2. Review all course materials, including, but not limited to, syllabi, learning outcomes, course handouts, assessments, teaching portfolio materials, etc.;
3. Review course evaluations, including narrative student comments;
4. Make a minimum of two arranged classroom visits;
5. Conduct a short focus group meeting with a small group of students; and
6. **Write a brief written report** that includes an assessment of the written materials, learning outcomes, organization, instructional strategies, course content, presentation skills, appropriateness of assessments, comments from students, student achievement, and classroom interactions with students.

The Reviewer's report, provided to the faculty member under review, outlines—and brings to the faculty member's attention — his or her strengths, weaknesses, and opportunities for improvement.

The report is also submitted to the Department/Division/Institute Chair/Director and it is included in the faculty member's dossier of materials reviewed in consideration for promotion and tenure.

It is crucial, both to the faculty member's continued success as a teacher as well as to the integrity of the role that the report plays in the promotion and tenure review process, that the report includes direct, detailed, and candid observations and information.

The Reviewer's report should be submitted to the faculty member and the Chair/Director prior to and not later than the end of February. If circumstances prevent this deadline from being met, the faculty member's Chair/Director may approve a later submission date up to May 1. The Chair/Director should forward a copy of the review letter to the Dean's Office for inclusion in the faculty member's personnel file.

From the Senior Associate Dean

- By **September 1**, at the latest, all Meadows Academic Chairs/Directors must consult with the Senior Associate Dean and confirm the identities of those faculty members from their units who are scheduled for the following reviews in the coming academic year:
 - **3rd-Year Reappointment Review**
 - **2nd-Year Teaching Review**
 - **5th-Year Teaching Review**
 - **Preparation for Promotion and Tenure Review in the following academic year**
 - **Preparation for Review for Promotion to Full Professor in the following academic year**

- Academic Chairs/Directors should maintain ongoing communication with and provide appropriate advice to the tenured associate professors on their faculties regarding both short-term and long-term plans for promotion to full professor.

- **Initiation and oversight of the Meadows Teaching Reviews is exclusively in the hands of the faculty member's academic unit and its Chair/Director.** The Senior Associated Dean is not responsible for initiating and managing the process. The reports are submitted to the Senior Associate Dean and the Senior Associate Dean is, of course, willing and prepared to provide Meadows Academic Chairs/Directors with any advice they might require and request regarding the process.