

Teaching Specialist Review Process and Dossier Contents

The *Faculty Manual* discusses Teaching Specialist Appointments in Section 4.III.G. What follows are guidance on the composition of the review dossier and a suggested timeline of review activities.

Review Guidelines

The purpose of the Year 5 review is to assess the contributions of the Teaching Specialist in the areas of teaching, advising, and service in advance of a subsequent 6-year period (with a 3-year renewal). The review is combined with the request to renew the position. That request includes demonstrating that a teaching specialist position continues to best serve the department's staffing needs and programmatic trajectory. The review is described in the *Faculty Manual*, Section 4.III.G.7. The review dossier includes:

- End-of-course evaluations, selected from the course evaluations submitted to the chair annually since the previous 3-year renewal. In consultation with the candidate, the chair selects for inclusion the end-of-course evaluations from two courses for each year. In most cases, the courses in questions will have been taught in Spring of Year 3, and in Years 4 and 5.
 - Resources for designing end-of-course evaluations that minimize the potential for racial, gender or other bias, as well as considerations for those reading student feedback from evaluations, can be found on the Institutional Effectiveness and Assessment "[Bias in Course Evaluations](#)" page.
- Samples of the candidate's teaching and advising materials. Candidates should consult with chairs about the appropriate type and amount of material to include. Typically, sample materials should be drawn from courses and advising carried out since the previous 3-year renewal.
- Peer reviewer's report of two class visits. The peer reviewer shall be a tenured member of the department, who will visit two classes during the semester of the review or the semester immediately preceding. Peer reviewers shall have access to the candidate's CV and sample teaching and advising materials. Peer reviewers should follow college guidelines for peer reviews: [preparation](#), [considerations](#), and [review of instructional materials](#).
- Service is described in the *Faculty Manual*, Section 4.VI.B.3. This should be addressed in the C.V. and the chair's letter of recommendation and rationale.
- Department 5-year staff plan demonstrating the need for at least .6 FTE supplied annually by the Teaching Specialist. In the case that the 5-year staff plan includes teaching assignments in one or more interdisciplinary programs external to the department, the dossier will also include:
 - Endorsement by the director(s) of interdisciplinary program(s) included in the proposal and FTE plan. Each program director endorsement should be no longer than 1 paragraph in length, affirming the qualifications, plan and timeline specifying courses to be taught and when for the Teaching Specialist to teach in the program;
 - Endorsement(s) by the relevant Associate Dean(s). The endorsement(s) can be very brief (2-5 sentences).
- Department Chair's letter of recommendation and rationale (1-2 pages in length) addressing:
 - An assessment of the candidate's contributions to teaching, advising, and service, summarizing and interpreting the other inputs in the dossier: CV, end-of-course evaluations, peer review of teaching report, sample teaching and advising materials, the department's need for this position (rather than a tenure track position or a different term

- appointment) and any interdisciplinary teaching as part of the plan, and the endorsement(s) of interdisciplinary program director(s) and their Associate Deans;
- A summary of the Chair's consultation with tenured members of the department regarding the candidate's teaching, advising, and service. Tenured members shall have access to the candidate's samples of teaching and advising materials and CV.
 - An endorsement from the Associate Dean for the department. The Associate Dean will have access to the complete contents of the dossier. The endorsement should be 1-2 paragraphs in length. In order for the department's Associate Dean to provide an endorsement, the dossier, with the Chair's letter and any endorsements regarding interdisciplinary teaching as part of the 5-year plan, is due to the Associate Dean no later than **October 15**.

A Note on Inputs for Assessment of Teaching

In considering assessment of teaching, chairs will be drawing on three different sources. End-of-course evaluations provide information about students' experience and learning in the course. Peer review of teaching provides insight into a candidate's expertise and effectiveness as a teacher, currency of disciplinary knowledge, and best practices in the discipline. Sample teaching materials provide information about the design of courses and assignments as these shed light on pedagogy and achieving Intended Learning Outcomes. These inputs should be taken into consideration together for a balanced understanding of the Teaching Specialist's contributions to student learning and development (as described in the *Faculty Manual*, 4.VI.B.1).