

College of Engineering

Casebook Template

**for Lecturer
Continuing Reviews**

2018-2019

**Name of Candidate
Name of Department**

The MS Word casebook format *Lecturer Continuing Review Casebook*, should be downloaded from the ADAA website:

<https://www.engin.umich.edu/admin/adaa/admins/leo/majorreview.html>

| | |
|-----------|---|
| Length: | 20 page maximum (not including items in sections: I.E., III.B – C). Any casebook exceeding the page limit will be returned. |
| Margins: | 1” top, bottom, left, right |
| Font: | Times New Roman or Times, size 11 |
| Sections: | Separate each major section (I, II, III, IV...) with a page break |
| Footer: | Insert candidate name in footer |
| Note: | Do not insert scanned documents into the casebook |

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I. SUMMARY REPORTS

A. Cover letter prepared by the Department Chair

Department chair's recommendation and recommendation of departmental advisory or executive committee, if appropriate. (Submit original signed letter in hard copy to ADAA office.) Please address the faculty member's overall contribution to the mission and educational goals of the department or program. Be sure to discuss the following:

- Command of and growth in subject field
- Growth in instructional methods and effective interaction with a diverse student body
- Ability to organize and effectively deliver material to students
- Skill for successful design and/or planning of courses and course materials
- Effective course management
- Performance of required non-instructional duties where applicable.

A.1 Cover letter prepared by Additional Appointment Department Chair

IF the candidate has an additional lecturer appointment other than 0% in another department, a letter of recommendation in that department signed by the department chair must be included.

B. Recommendation of the Review Committee (3 page maximum)

Letter from the Review Committee presenting their conclusions and recommendation. (Submit original signed letter in hard copy to ADAA Office.) This should include a clear assessment of the faculty member's:

- Command of and growth in subject field
- Growth in instructional methods and effective interaction with a diverse student body
- Ability to organize and effectively deliver material to students
- Skill for successful design and/or planning of courses and course materials
- Effective course management
- Performance of required non-instructional duties where applicable.

NOTE: This recommendation should be submitted simultaneously to the candidate and the Department Chair.

C. Optional letters from Committee Members

Include optional letters from Committee members if they disagree with the Committee's recommendation or wish to modify the letter. Absence of these letters will imply agreement with the Committee's letter.

D. Candidate response to recommendation (3 page maximum)

If the candidate provides a response to the recommendation of the review committee (section I.B.) the response should be included here. The response should be received prior to the submission of the casebook to ADAA. Late responses will not be accepted.

E. Annual reports

Annual reports (summary document only, the syllabi and other attachments are not necessary) and any written feedback to the reports for the period covered by the review.

II. CANDIDATE INFORMATION

A. Personal

A.1 Name

A.2 Degrees (schools, dates, majors, title of masters/doctoral thesis, and name of thesis advisor(s) if applicable)

A.3 Positions at U of M (titles, dates)

A.4 Positions at other institutions or organizations (titles, dates)

A.5 Honors and Awards

B. Candidate Statement (2 page maximum)

A brief statement from the lecturer describing his or her performance, teaching philosophy and any professional development activities undertaken over the period covered by the review.

III. TEACHING

A. Committee’s evaluation of teaching (2 page maximum)

Overall assessment of candidate’s teaching including instructional quality, course development and administration, student relationships, and contributions to the profession and overall teaching mission of the academic unit. You must address the broader spectrum of course evaluation data beyond that supplied by Q1 and Q2.

B. Course materials including sample syllabi

Please include a representative sampling of syllabi/course materials used for the period covered by the review.

C. Student evaluations and any responses from the lecturer to those evaluations for the period covered by the review.

Please use the table provided to insert course information adding rows as needed. You may type over the example shown in *italics*. Candidate may also choose to include online mid-semester student rating data. Provide only course information for time in present rank or since last major/continuing review.

| Course # | Course Title ¹ | Teaching Role ² | Term | Enrollment/ Responses | Q1 | Q2 | Q4 |
|-------------------|---------------------------|----------------------------|------|--------------------------|----|----|----|
| <i>Ex. CEE402</i> | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

¹Specify section title for Engineering 100

²Co-instructor, recitation/discussion leader, sole instructor

D. Comparison Report (optional)

If the casebook includes discussion relating the candidate’s student evaluations to others’, the data underlying this comparison should be provided in this standard format. The department may obtain the information for the comparison report from the Registrar’s Office.

A Comparison Report offers more precise detail and allows the unit to select appropriate courses for comparison of the candidate’s record with those of departmental peers. Key principles for generating the Report are:

- Group the same or similar courses that have been taught by five of the candidate’s teaching colleagues. The courses selected for this comparison should have been taught during roughly the same time period. Provide a brief rationale (1-2 paragraphs) for the comparison courses and faculty selected for the Comparison Report. Note: If comparison data are not available for the same course, then select comparisons with similar courses in terms of level and size.
- It is permissible to group together different courses taught by the candidate if the unit believes they are similar, and then to establish comparisons to this group of courses.
- The Comparison Report will include either the word “candidate” or the rank of the faculty member whose E&E data you have selected for the comparison. Please do not include the comparison faculty names in the table.

| <i>Rank</i> | <i>Course #</i> | <i>Course title</i> | <i>Teaching Role¹</i> | <i>Term</i> | <i>Enrollment/ Responses</i> | <i>Q1</i> | <i>Q2</i> | <i>Q4</i> |
|------------------|-----------------|---------------------|----------------------------------|-------------|------------------------------|-----------|-----------|-----------|
| Candidate | | | | | | | | |
| Candidate | | | | | | | | |
| Candidate | | | | | | | | |
| Candidate | | | | | | | | |
| Faculty 1 (rank) | | | | | | | | |
| Faculty 2 (rank) | | | | | | | | |
| Faculty 3 (rank) | | | | | | | | |
| Faculty 4 (rank) | | | | | | | | |
| Faculty 5 (rank) | | | | | | | | |

IV. ADDITIONAL RESPONSIBILITIES

(as appropriate)

A. Committee's evaluation of performance of non-instructional duties (one page maximum)

Overall assessment of candidate's additional administrative or service responsibilities

B. Candidate's Summary of Service Accomplishments

B.1 Candidate's own statement of contributions through additional administrative or service roles

(one page maximum)

B.2 List committee assignments in the Department, College, and/or University

(committee, duties, dates/time commitment, member or chair status, one sentence description of contributions)

B.3 List additional administrative duties at U of M