College of Engineering

Casebook Template

for Major Reviews

2018-2019

Name of Candidate
Name of Department

The MS Word casebook format ***Major Review Guidelines- Casebook***, should be downloaded from the ADAA website: http://adaa.engin.umich.edu/lecturers/	
Length:	20 page maximum. Any casebook exceeding the page limit (not including internal letters andCV) 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

TABLE OF CONTENTS

(Table of contents includes the following, with page numbers, and is created by the MSWord menu bar: Insert – Reference - Index and Table)

I. SUMMARY REPORTS 16

A. COVER LETTER PREPARED BY THE DEPARTMENT CHAIR 16
A.1 Cover letter prepared by Additional Appointment Department Chair *16*
B. ONE PAGE RECOMMENDATION OF THE REVIEW COMMITTEE 16
C. OPTIONAL LETTERS FROM COMMITTEE MEMBERS 16
D. CANDIDATE RESPONSE TO RECOMMENDATION (1 PAGE MAXIMUM) 16

II. CANDIDATE INFORMATION 17

A. PERSONAL 17
B. PROFESSIONAL OBJECTIVES 17

III. TEACHING 18

A. COMMITTEE'S EVALUATION OF TEACHING 18
B. CANDIDATE'S SUMMARY OF TEACHING ACCOMPLISHMENTS 18
B.1 Candidate's own statement of contributions to teaching *18*
B.2 Courses taught at U of M *18*
B.3 Short courses and workshops taught *19*
B.4 Other *19*
B.5 Comparison Report *19*

IV. ADDITIONAL RESPONSIBILITIES 20

A. COMMITTEE'S EVALUATION OF PERFORMANCE OF NON-INSTRUCTIONAL DUTIES 20
B. CANDIDATE'S SUMMARY OF SERVICE ACCOMPLISHMENTS 20
B.1 Candidate's own statement of contributions through additional administrative or service roles *20*
B.2 List committee assignments in the Department, College, and/or University *20*
B.3 List additional administrative duties at U of M *20*

V. OTHER PROFESSIONAL ACTIVITIES 21

VI. LETTERS OF EVALUATION 22

A. REVIEWERS INTERNAL TO THE UNIVERSITY 22
A.1 Faculty *22*
A.2 Students (undergraduate and graduate) *22*
A.3 Other personnel *22*
B. LETTERS OF EVALUATION FROM INTERNAL REVIEWERS 22
B.1 CV sent to faculty reviewers *22*
B.2 Sample syllabi and/or teaching philosophy statement supplied to faculty reviewers *22*

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. (Include signed letter with original casebook.) 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 from that department signed by the department chair must be included.

B. One Page Recommendation of the Review Committee

Letter from the Review Committee presenting their conclusions and recommendation. (Include signed letter with original casebook.) 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.

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 (1 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.

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. Professional Objectives

Candidate's statement of professional objectives and brief self-analysis of professional contributions during current Major Review period **(one page maximum).**

III. TEACHING

A. Committee's Evaluation of Teaching

(Two 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. Within this evaluation, please address the following specific topics:

- 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

B. Candidate's Summary of Teaching Accomplishments

B.1 Candidate's own statement of contributions to teaching

(**Two page maximum**)

Please summarize your efforts towards:

- 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

Because the College of Engineering is committed to educating a diverse student body, please include a discussion of contributions you have made in this area.

B.2 Courses taught at U of M

Provide only course information for time in present rank or since last major review.

- Title/course number
- Course description (1 paragraph per course) and list of course objectives/outcomes

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 review.

Course #	Course title[1]	Teaching Role[2]	Term	Enrollment/ Responses	Q1	Q2	Q4
Ex.CEE402	*Prof Issues & Design*	*Co-instructor*	*Winter 04*	*50/43*	*3.4*	*3.8*	*3.2*

[1]Specify section title for Engineering 100
[2]Co-instructor, recitation/discussion leader, sole instructor

B.3 Short courses and workshops taught

Indicate course, location or institution, date, enrollment, nature of participation.

B.4 Other

(optional)

Examples may include: teaching evaluations from students (graduate or undergraduate), teaching philosophy statement, undergraduate or graduate students advised or assisted outside of coursework; tutoring; mentoring; consulting; educational outreach related to teaching activities; scholarly activities related to teaching responsibilities; publications related to teaching responsibilities.

B.5 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 a 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.

Rank	*Course #*	*Course title*	*Teaching Role*[1]	*Term*	*Enrollment/ Responses*	*Q1*	*Q2*	*Q4*
Candidate								
Candidate								
Candidate								
Candidate								
Faculty 1 (rank)								
Faculty 2 (rank)								
Faculty 3 (rank)								
Faculty 4 (rank)								
Faculty 5 (rank)								

IV. ADDITIONAL RESPONSIBILITIES
(**Lecturers III and IV only, as applicable**)

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

V. OTHER PROFESSIONAL ACTIVITIES
(optional)

Examples may include: service to government or professional organizations, professional development activities including any LEO professional development fund awards received, educational outreach activities not directly related to teaching.

VI. LETTERS OF EVALUATION

A. Reviewers Internal to the University

A.1 Faculty

Minimum: two internal faculty evaluations (not to include members of the review committee, evaluators must be at or above the rank of the lecturer)

- Provide a list of all reviewers contacted and professional relationship to candidate
- If reviewer did not respond with an evaluation, provide a brief explanation
- Insert sample copy of the letters or email sent to them (cut/paste from original Word document – do not insert scanned documents into casebook)

A.2 Students (undergraduate and graduate)

Minimum: four students (any combination of undergraduate and graduate students – currently enrolled or former)

- Explain method of selecting students
- Provide a list of all students contacted and relationships to candidate (relationship such as research group member, student in course, course number, etc.)
- If reviewer did not respond with an evaluation, provide a brief explanation
- Insert sample copy of the letter or email sent to undergraduates and graduates requesting free form confidential input on candidate's teaching (cut/past from original Word document – do not insert scanned documents into casebook)

A.3 Other personnel

(optional)

- Provide a list of all reviewers contacted (excluding M.R. committee members)
- Provide brief background information for each internal evaluator
- Insert sample copy of the letters or email sent to them (cut/paste from original Word document – do not insert scanned documents into casebook)

B. Letters of Evaluation from Internal Reviewers

(Please do not insert scanned documents into the word casebook. Submit any original letters received in hard-copy form to the ADAA Office.)
Letters of Evaluation will be inserted into the .pdf file by the ADAA Office.

B.1 CV sent to faculty reviewers

B.2 Sample syllabi and/or teaching philosophy statement supplied to faculty reviewers