**College of Engineering**

**Casebook Template**

**for Major Reviews**

**2022-2023**

**TABLE OF CONTENTS**

[I. SUMMARY REPORTS 3](#_Toc519155651)

[**A.** **Cover letter prepared by the Department Chair** 3](#_Toc519155652)

[**A.1** **Cover letter prepared by Additional Appointment Department Chair** 3](#_Toc519155653)

[**B.** **One Page Recommendation of the Review Committee** 3](#_Toc519155654)

[**C.** **Optional letters from Committee Members** 3](#_Toc519155655)

[**D. Candidate response to recommendation (1 page maximum)** 3](#_Toc519155656)

[II. CANDIDATE INFORMATION 4](#_Toc519155657)

[**A.** **Personal** 4](#_Toc519155658)

[**B.** **Professional Objectives** 4](#_Toc519155659)

[III. TEACHING 5](#_Toc519155660)

[**A.** **Committee’s Evaluation of Teaching** 5](#_Toc519155661)

[**B.** **Candidate’s Summary of Teaching Accomplishments** 5](#_Toc519155662)

[**B.1** **Candidate's own statement of contributions to teaching** 5](#_Toc519155663)

[**B.2** **Courses taught at U of M** 5](#_Toc519155664)

[**B.3** **Short courses and workshops taught** 6](#_Toc519155665)

[**B.4** **Other** 6](#_Toc519155666)

[**B.5** **Comparison Report** 6](#_Toc519155667)

[IV. ADDITIONAL RESPONSIBILITIES 8](#_Toc519155669)

[**A.** **Committee’s Evaluation of Performance of Non-Instructional Duties** 8](#_Toc519155670)

[**B.** **Candidate’s Summary of Service Accomplishments** 8](#_Toc519155671)

[**B.1** **Candidate's own statement of contributions through additional administrative or service roles** 8](#_Toc519155672)

[**B.2** **List committee assignments in the Department, College, and/or University** 8](#_Toc519155673)

[**B.3** **List additional administrative duties at U of M** 8](#_Toc519155674)

[V. Other Professional Activities 9](#_Toc519155675)

[VI. LETTERS OF EVALUATION 10](#_Toc519155676)

[**A.** **Reviewers Internal to the University** 10](#_Toc519155677)

[**A.1** **Faculty** 10](#_Toc519155678)

[**A.2** **Students (undergraduate and graduate)** 10](#_Toc519155679)

[**A.3** **Other personnel** 10](#_Toc519155680)

[**B.** **Letters of Evaluation from Internal Reviewers** 10](#_Toc519155681)

[**B.1** **CV sent to faculty reviewers** 10](#_Toc519155682)

[**B.2** **Sample syllabi and/or teaching philosophy statement supplied to faculty reviewers** 10](#_Toc519155683)

**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. (The signed letter will be uploaded to SmartPath.) 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 (uploaded to SmartPath).

**B. One Page Recommendation of the Review Committee**

Letter from the Review Committee presenting their conclusions and recommendation.

(The signed is uploaded to SmartPath.) 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. (The signed letter is uploaded to SmartPath.) 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.) they will upload the response to SmartPath. The response must be received prior to the submission of the casebook to ADAA.

**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 | | | | | | Teaching Role | | Term | | |  | |  |
| *EECS 598* | *Circuits and Systems* | | | | | | *Instructor* | | *Winter 2018* | | |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Course # | Term | Q1 | Q1631 | Q1632 | Q1633 | Course Quality Avg. (Q1631, Q1632, Q1633) | Q2 | Q199 | Q217 | Q230 | Instructor Quality Avg. (Q199, Q217, Q230) | Q4 | Q891 | #Responses/#Enrolled |
| EECS 598 | W18 | 4.9 | 4.7 | 4.8 | 4.7 | 4.7 | 4.8 | 4.8 | 4.9 | 4.9 | 4.9 | 5.0 | 4.6 | 45/50 |

Question Key:   
Q1. This was an excellent course.   
Q1631. This course advanced my understanding of the subject matter.   
Q1632. My interest in the subject has increased because of this course.   
Q1633. I knew what was expected of me in this course.   
Q2. The instructor was an excellent teacher.   
Q199. The instructor explained material clearly.   
Q217. The instructor treated students with respect.   
Q230. The instructor seemed well prepared for class meetings.   
Q4. I had a strong desire to take this course.   
Q891. As compared with other courses of equal credit, the workload for this course was (5 = Much Lighter, 4 =Lighter, 3 = Typical, 2 = Heavier, 1 = Much Heavier).

**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 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 Role1* | *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**)

1. **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**

SmartPath will generate a list of all internal faculty reviewers solicited.

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

* If reviewer did not respond with an evaluation, provide a brief explanation in SmartPath.
* SmartPath will insert a sample copy of the letter or email sent to reviewers

**A.2 Students (undergraduate and graduate)**

SmartPath will generate a list of all student reviewers solicited.

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

* Explain method of selecting students
* If reviewer did not respond with an evaluation, provide a brief explanation in SmartPath.
* SmartPath will insert a sample copy of the letter or email sent to undergraduates and graduates requesting free form confidential input on candidate’s teaching.

**A.3 Other personnel**

**(optional)**

**B. Letters of Evaluation from Internal Reviewers**

Letters of Evaluation will be uploaded to SmartPath.

**B.1 CV sent to faculty reviewers will be uploaded to SmartPath.**

**B.2 Sample syllabi and/or teaching philosophy statement supplied to faculty reviewers will be uploaded to SmartPath**