**TEACHING PROFESSOR**

**REVIEW**

**in the**

**COLLEGE OF ENGINEERING**

**Guidelines and Process**

**2022-2023**

**Associate Dean for Academic Affairs**

**College of Engineering**

**University of Michigan**

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**Teaching Professor Review Guidelines**

**College of Engineering 2022-2023**

[**https://adaa.engin.umich.edu/lecturers/**](https://adaa.engin.umich.edu/lecturers/)

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*A.* *Timetable of Teaching Professor Review Process*

**2022**

**July**

**July 1** Teaching Professor Guidelines and Criteria to be posted on ADAA website and emailed to units to share with Lecturers

**August**

**August 1** Lecturers eligible for the Teaching Professor review will have until August 1 to request consideration for the title. Lecturers are to email [RPMHumanResources@umich.edu](mailto:RPMHumanResources@umich.edu) with copy to their Department Chair.

**August 19** College will provide notice of which applications will be reviewed within the first year of the implementation period, and the deadline for submissions of materials.  Please note, per the LEO contract, the College will complete the review of at least half of the eligible number of lecturers during the first year of implementation. Applications will be reviewed in order based on the highest years of service, with Collegiate Lecturers given priority.

**August-September**

Lecturers will prepare a portfolio that includes a statement that outlines how they meet the College’s teaching professor criteria (two page maximum), a teaching philosophy statement (two page maximum), an updated CV, and a list of courses taught to their Department Chair. The Department will review the portfolio materials and make a recommendation via memo from the Department Chair to the College’s Executive Committee by September 30, 2022.

**October**

College Executive Committee will review Teaching Professor submissions based on the outlined criteria.

**2022-2023**

**November-April**

**November 2 – April 15** College will make recommendations for the Teaching Professor title to the Provost. Those not recommended for the Teaching Professor title will not be forwarded to the Provost office.

**2023**

**June**

**June 30** Lectures will be notified of decisions. Changes to the lecturer’s working title will be effective with the start of the fall term following approval.

*B. Instructions for the Department Chair*

Please ensure that your LEO lecturers eligible to request the teaching professor title in your department are informed about these guidelines and instructions. The teaching professor guidelines may be downloaded from the ADAA website: <http://adaa.engin.umich.edu/lecturers/>

In addition, the department is responsible for reviewing the lecturer’s Teaching Professor materials and making a recommendation via memo from the Department Chair to the College’s Executive Committee by September 30, 2022. The College’s Executive Committee will base its decision on these materials. The Executive Committee needs and expects a concise and forthright evaluation and a high-quality portfolio.

*C. Instructions for the Teaching Professor Candidate*

A timetable is included in the guidelines to summarize the most important steps and dates in the process.

Please note that this is year one of a two-year implementation period for those eligible to be considered for the Teaching Professor title. Future Teaching Professor requests will coincide with the Continuing Review process.

The *College of Engineering Teaching Professor Guidelines and Criteria* may be downloaded at: <http://adaa.engin.umich.edu/lecturers/>. Please note that you are responsible for a substantial portion of the portfolio and you should coordinate your schedule with the Department.

1. A copy of your curriculum vitae;
2. A list of courses taught;
3. A candidate statement that outlines how you meet the College’s teaching professor criteria (two page maximum);
4. A teaching philosophy statement (two page maximum); and
5. A peer review/ support letter (two page maximum).

If you have questions about the review process, please feel free to contact RPM Human Resources at [rpmhumanresources@umich.edu](mailto:rpmhumanresources@umich.edu).

If you have questions about the internal department submissions process and timeline to allow for review and preparation of Department Chair memo, please consult with your local department.

*D. Guidelines for Electronic Submission*

***Electronic submission***

* Submit portfolio to the College’s Executive Committee shared folder and notify [RPMHumanResources@umich.edu](mailto:RPMHumanResources@umich.edu) with cc to Sherry Hall (sfolsom@umich.edu) when materials have been submitted.

**College of Engineering**

**Portfolio Template**

**for Teaching Professor Reviews**

**2022-2023**

# I. SUMMARY REPORTS

## A. Cover letter prepared by the Department Chair

Summary of Department’s endorsement on how LEO lecturer meets the teaching professor criteria.

# II. CANDIDATE INFORMATION

## A. Personal

### A.1 Name

### A.2 Copy of updated CV

### A.3 List of courses taught

## B. Candidate Statement outlining how lecturer meets teaching professor guidelines (https://adaa.engin.umich.edu/lecturers/) (2 page maximum)

A brief statement from the lecturer describing his or her performance and how they meet the College’s teaching professor criteria.

## C. Candidate Teaching Statement (2 page maximum)

A brief statement from the lecturer describing his or her teaching philosophy.

## D. Peer review/ support letter (2 page maximum)

A brief letter of support from a peer demonstrating that the lecturer meets one or more of the selection criteria.