

**TEACHING PROFESSOR
REVIEW**

in the

COLLEGE OF ENGINEERING

Guidelines and Process

2024-2025

**Associate Dean for Academic Affairs
College of Engineering
University of Michigan**

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Teaching Professor Review Guidelines College of Engineering 2024-2025

<https://adaa.engin.umich.edu/lecturers/>

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A. *Timetable of Teaching Professor Review Process*

2024

JULY

July 1

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

AUGUST-SEPTEMBER

ADAA sends email to departments indicating the Lecturers due for Continuing Reviews in 2024-2025 and notifying about upcoming process and significant dates. Departments in turn notify the affected Lecturers. When a Lecturer receives notice of their upcoming Continuing Review, the Lecturer can provide a written request for consideration for the “Teaching Professor” title, in addition to their Continuing Review, within ten (10) business days of receiving the notice.

2025

FEBRUARY

**February 3
12:00 noon**

Deadline for submission of teaching professor portfolio along with the electronic continuing review casebook to ADAA.

February 3

Department Chairs inform candidates of department recommendation of teaching professor review along with continuing review. If this is done by letter or email, ADAA should be copied.

FEBRUARY-MARCH

CoE Executive Committee meets to discuss casebooks.

JUNE

June 1

Lecturers will be notified of outcomes no later than June 1, 2025. 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 demonstrating that the individual meets the selection criteria from the Department Chair to the College's Executive Committee by February 3, 2025. 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.

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.

- a) A copy of your curriculum vitae;
- b) A list of courses taught and a teaching evaluation summary;
- c) A candidate statement that outlines how you meet the College's teaching professor criteria (two page maximum);
- d) A lecturer reflection/teaching philosophy statement (two page maximum); and
- e) A peer review/ support letter (optional): Provide no more than four (4) letters of support (each not to exceed two pages) from a peer, student, or colleague, demonstrating that the individual meets one or more of the selection criteria.
- f) Any additional scholarly or creative production support (optional) in the following areas:
 - i. Demonstrated scholarly or creative work within their field and positioned themselves both internally and externally as having a heightened status within their field.
 - ii. Participating in activities or programs to advance the mission of the university, support their unit, or improve the culture of the learning environment.
 - iii. Participation in curriculum development.
 - iv. Improvement, growth, or advancement in their administrative or service duties if such duties are a part of their appointment.

The application can be no more than twenty (25) pages in total, excluding the applicant's C.V. and the Chair's letter described in Section III (a) above.

If you have questions about the review process, please feel free to contact RPM Human Resources at 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 with cc to Sherry Hall (sfolsom@umich.edu) when materials have been submitted.

College of Engineering
Portfolio Template
for Teaching Professor Reviews
2024-2025

I. SUMMARY REPORTS

A. Cover letter prepared by the Department Chair

Summary of Department's endorsement on how the candidate 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 and a teaching evaluation summary

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. Lecturer Reflection / Teaching Statement (2 page maximum)

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

D. Peer review/ support letter (optional) (no more than four (4) letters of support (each not to exceed two pages) from a peer, student, or colleague, demonstrating that the individual meets one or more of the selection criteria.

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

E. Any additional scholarly or creative production support (optional) in the following areas:

- i. Demonstrated scholarly or creative work within their field and positioned themselves both internally and externally as having a heightened status within their field.
- ii. Participating in activities or programs to advance the mission of the university, support their unit, or improve the culture of the learning environment.
- iii. Participation in curriculum development.
- iv. Improvement, growth, or advancement in their administrative or service duties if such duties are a part of their appointment.