

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

BUSINESS LAW
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your Post-Tenure Review procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

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BACKGROUND INFORMATION:

Office of
Faculty Affairs

1. Date that current proposed changes were sent forward 3-30-16
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). _____

PROPOSED CHANGES WERE INITIATED BY THE
DEPARTMENT TO BE IN COMPLIANCE WITH THE
CURRENT FACULTY CONTRACT & SECTION 600.

3. The proposed changes have been approved by the tenured and probationary faculty of the Department: ☒

DEPARTMENT APPROVAL: (Sign & Print Name)

Nina Golden NINA GOLDEN 3-30-16
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Kenneth R. Ford 4/1/16
College Dean Date

PP&R APPROVAL:

[Signature] 8/30/16
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

<u>S'16</u> Approval Date	<u>F'16</u> Effective Date	<u>F'20</u> Date of Next Review
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Department of Business Law

Procedures for Evaluation of Tenured Faculty

- I. Peer Evaluator: The Department of Business Law Personnel Committee will serve as the Department of Business Law Peer Review Committee. Should any member of the Department Personnel Committee be identified for peer review evaluation or otherwise be ineligible, he or she will be disqualified from serving as a member of the Department Peer Review Committee. The Department Peer Review Committee may consist of a minimum of two members. If only one member of the Department Peer Review Committee is qualified to serve on the Committee, a vote of the probationary and tenured members of the Department will be taken to replace at least one of the disqualified members.
- II. Frequency of Evaluation: Each tenured faculty member in the Department shall be evaluated at least once every five years. A normal evaluation for promotion or tenure will be considered an evaluation under these procedures. Pursuant to section 645.3, faculty will not be reviewed while on sabbatical leave or leave of absence. Further, and pursuant to that same section, participants in the Faculty Early Retirement Program (FERP) will not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.
- III. Notification of Calendar for Evaluation: On or before November 1 of the academic year of the evaluation, faculty members identified for evaluation will be notified, in writing, by the Department Chair that they are scheduled for evaluation that year. The evaluation will be completed by the end of the academic year of the evaluation.
- IV. Evidence of Performance: The review will include an evaluation of the faculty member's teaching performance, scholarship-professional development and service to the Department, College, University and Community. Although academic work is normally divided among teaching, scholarship-professional development and service, the Department Peer Review Committee will evaluate faculty members on their actual work assignments.

The evaluation of faculty teaching performance will be by:

A. Class Visit

1. A visit will be made by at least one member of the Department Peer Review Committee. The faculty member being evaluated will have the right to be visited by more than one member of the Department Peer Review Committee if he or she so desires.

2. The evaluator(s) will arrange with the faculty member being evaluated a date and time for the class visit(s).
3. During the class visit, the following will be considered:
 - a. Mastery and substantial coverage of the subject matter according to the course description provided in the University catalog;
 - b. Awareness of current trends and developments in the field;
 - c. Awareness of theoretical and philosophical implications of material covered in class;
 - d. Ability to communicate effectively;
 - e. Enthusiasm for teaching;
 - f. Sensitivity to individual student needs, including receptivity to questions;
 - g. Whether the instructor clarifies and illustrates the relation between the text subject and the experience of the students;
 - h. Whether the instructor makes significant demands on the students using the Socratic and other teaching methods that require students to: utilize critical thinking and analytical skills; and demonstrate their ability to identify issues, their knowledge of rules, and how those rules are applied.
 - i. In law classes, whether the instructor requires students to brief cases in writing.
4. Each faculty member making a class visit must within two weeks of that visit, submit a written report of the visit to the faculty member being evaluated and to the Chair of the Department Peer Review Committee. A copy of the report will be placed in the faculty member's Personnel Action File ten days after submission of the report to the faculty member being evaluated.
5. There will be an opportunity after the visit for consultation between the faculty member being evaluated and the faculty member visiting the class at the request of either party.

B. Student Evaluations of Teaching Performance

In compliance with Section 600 of the Administrative Manual and the Faculty Handbook of the David Nazarian College of Business & Economics written student questionnaire evaluations are required of all teaching faculty. The Department Chair will notify all teaching faculty of the date(s) by which such evaluations will be conducted. It is the responsibility of each faculty member to ensure that such evaluations are administered.

The following student evaluations will be considered in evaluating a candidate's teaching effectiveness:

1. Student evaluation questionnaire summaries and qualitative results for the preceding five years and contained in the Personnel Action File of the faculty member being evaluated will be reviewed.

2. Student consultation with the evaluators.

- a. Students are encouraged to express their opinions regarding the teaching performance of all faculty in the Department and in particular their opinions regarding the teaching performance of faculty undergoing post tenure review. Students are invited to do so through an invitation that is posted on the Department bulletin board and distributed to all Business Law faculty to be read in all classes offered by the Department.

- b. The invitation will read:

“It is the policy of the Department of Business Law to solicit student opinions regarding the teaching performance of all faculty members of the Department. The following tenured faculty member(s) is (are) currently being reviewed by the Department:

[list name(s) of faculty being reviewed]

You are encouraged to express your views, whether positive or negative, on the above named faculty, by contacting the Chair of the Peer Review Committee of the Department of Business Law, (name, office and telephone number).

Your name will not be revealed to the faculty member being reviewed without your statement being written and signed by you.”

C. Additional Factors Regarding Teaching Effectiveness:

1. The following additional factors will be considered when evaluating an instructor's teaching effectiveness:
 - a. Grade distribution patterns as distributed by the Department;
 - b. The instructor's examinations;
 - c. Inclusion of a pedagogically significant writing component (e.g., essay questions on exams, papers, and other written assignments that require the instructor to evaluate the students' writing and analysis) in all law, ethics and negotiation courses taught by the instructor;
 - d. Any materials relating to teaching performance, including currency in the field, which are contained in the Personnel Action File and Professional Information File of the faculty member being evaluated.

- V. Report and Conference: Following the review of available materials and consideration by the Peer Review Committee, the faculty member being evaluated will be provided with the Committee's written evaluation of the faculty member's performance. A copy of the evaluation will be placed in the faculty member's Personnel Action File ten days after submission of the report to the faculty member being evaluated.

Following the submission of the Committee's report to the faculty member being evaluated and prior to the end of the academic year, the Chair of the Peer Review Committee will meet jointly with the Dean of the College and the faculty member being evaluated to discuss the evaluation. Following this meeting and prior to the end of the academic year the Dean of the College will provide the faculty member being evaluated with a written summary of the evaluation. A copy of the evaluation summary will be placed in the faculty member's Personnel Action File ten days after submission of the evaluation summary to the faculty member being evaluated.

- VI. Distribution of Department Procedures for Evaluation of Tenured Faculty: At the beginning of each academic year, the Chair of the Department Peer Review Committee will provide a copy of the current Department Procedures for Evaluation of Tenured Faculty to all tenured members of the Department.