

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

David Nazarian College of Business and Economics
COLLEGE

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 personnel 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 or College Committee 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.

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward _____
- Department or College initiating proposed changes Business Law
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").
Comply with university rules regarding Section 700. LECT
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 10 / 30 / 18
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _____

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Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Wade M. Clark _____ Date 11/27/18
Chair, Department Personnel Committee
Melanie _____ Date 11/27/18
Department Chair

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Amia Keldin _____ Date 11-28-18
Chair, College Personnel Committee
[Signature] _____ Date 12/3/18
College Dean
[Signature] _____ Date 08/21/2019
Chair, Personnel Planning and Review Committee

(for PP&R use only)	Fall 2022 for changes in criteria	
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

DEPARTMENT OF BUSINESS LAW
PERSONNEL PROCEDURES FOR LECTURERS
Draft 20190423

- I. Procedures for Evaluating Teaching Effectiveness
 - A. Class Visits. During class visits, the following shall be considered:
 - 1. Mastery and substantial coverage of the subject matter according to the course description provided in the University catalog;
 - 2. Awareness of current trends and developments in the field;
 - 3. Awareness of theoretical, philosophical, and practical implications of material covered in class;
 - 4. Ability to communicate effectively;
 - 5. Enthusiasm for teaching;
 - 6. Sensitivity to individual student needs, including receptivity to questions;
 - 7. Whether the instructor clarifies and illustrates the relation between the text subject and the experience of the students;
 - 8. Whether the instructor places significant demands on students to develop critical thinking skills, including requiring students to demonstrate an ability to analyze, distinguish, and examine issues and to be able to apply course concepts to solve problems and reach conclusions. In law classes, these techniques must include use of the Socratic method so that students demonstrate their ability to identify legal issues, their knowledge of legal rules, and their understanding of how those rules are applied; and
 - 9. In law classes, whether the instructor requires students to brief cases and answer problems in writing.
 - B. Additional Sources of Evidence of Teaching Effectiveness. The following factors will be considered when evaluating an instructor's teaching effectiveness:
 - 1. Grade distribution patterns as distributed by the department;
 - 2. The instructor's examinations; and
 - 3. Inclusion of a pedagogically significant writing component. At least 50% of a course grade must be determined by a student's written work (which

may include essay exam questions, papers, written solutions to problems, and other written work).