

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

COBAE

COLLEGE

BLAW

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:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward 9/07
3. Department or College initiating proposed changes BLAW
4. 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").
a. To clarify the criteria for evaluating teaching effectiveness
b. To make faculty responsible for administering
student evaluations as required by § 600.
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>Camee Duce</u>	<u>1/10/08</u>
Chair, Department Personnel Committee	Date
<u>[Signature]</u>	<u>1/10/08</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>D. O'Hara</u>	<u>1/31/08</u>
Chair, College Personnel Committee	Date
<u>W.P. [Signature]</u>	<u>2/1/07</u>
College Dean	Date
<u>[Signature]</u>	<u>5/6/08</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)

3/08
Approval Date

F'08
Effective Date (see attached)

F'12
Date of Next Review

DEPARTMENT OF BUSINESS LAW
PERSONNEL PROCEDURES FOR TENURE TRACK FACULTY
Approved by PP&R Spring, 2008, effective commencing 2008-09 academic year

I. Procedures for Evaluating Teaching Effectiveness

A. Class Visits

1. Class visits shall be made on all faculty of the Department who are under consideration for retention, tenure, and or promotion.
2. Visits shall be made by the Department Chair and at least one member of the Department Personnel Committee or their designees. Designees shall be senior, tenured faculty within the Department. A candidate shall have the right to be visited by more than one member of the Department Personnel Committee if the candidate so desires.
3. The Chair of the Department Personnel Committee shall give written notice to each candidate for retention, tenure and/or promotion of the names of the members of the Committee who have been designated to visit that candidate's classes, and shall also request in writing that each candidate arrange a mutually agreeable date and time for each class visit.
4. Class visits shall normally take place by the end of the eighth week of instruction in the Fall semester.
5. During the class visit, the following shall 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 law;
 - 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 places 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 legal issues, their knowledge of legal rules, and how those rules are applied.
 - i. Whether the instructor requires students to brief cases in writing.
- 6. Each faculty member making a class visit must within two weeks of that visit submit a written report of the visit to the candidate, to the Department Chair and to the Chair of the Department Personnel Committee. A copy of the report shall be placed in the candidate's Personnel Action file.
- 7. There shall be an opportunity after the visit for consultation between the candidate and the faculty member visiting the class at the request of either party.

B. Student Evaluations of Teaching Effectiveness

In compliance with Section 600 of the Administrative Manual and the Faculty Handbook of the College of Business & Economics written student questionnaire evaluations are required of all teaching faculty. The Department Chair shall 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 shall be considered in evaluating a candidate's teaching effectiveness:

- 1. Student evaluation questionnaire summaries contained in the candidate's Personnel Action File will be reviewed.
- 2. Free-form student comments concerning the candidate's teaching effectiveness will be reviewed if the candidate includes them in the candidate's Professional Information File. The candidate shall indicate whether the included free-form comments constitute all of the comments received by the candidate or consist only of selected comments received by the candidate.
- 3. Student Consultation with the Department Chair and/or the Department Personnel Committee.
 - a. Students are encouraged to express their opinions regarding the teaching performance of all faculty members of the Department and in particular their opinions regarding the teaching performance of all candidates for retention, tenure, and/or promotion. Students

are invited to do so through an invitation which 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 shall 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 faculty member(s) is (are) being reviewed at this time.

(list name(s) of faculty being reviewed)

You are encouraged to express your views, whether positive or negative, on all faculty members of the Department and in particular the above named faculty, by contacting the Department Chair (name, office number and telephone number) and/or the Chair of the Department Personnel Committee (name, office number and telephone number).

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

- c. The Department Personnel Committee shall meet with each candidate for retention, tenure, and/or promotion to discuss the comments which students have made concerning the teaching performance of the candidate. Confidentiality of the source shall be maintained in accordance with section 600 of the Administrative Manual.

C Additional Factors Regarding Teaching Effectiveness:

1. The following 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 Business Law courses taught by the instructor.

II. Publication Equivalency

The Department defines equivalency to publication to be the writing by the candidate of an Appellate Court brief and submission of the brief to the appropriate state or federal appellate court with a resultant change in the law as a consequence of the acceptance by the court of the arguments contained in the brief. The brief must be available for review by Personnel Committee Members.

III. Contributions to the University, Community and Profession

- A. To evaluate contributions to the University and community service, the members of the Department Personnel Committee shall review the candidate's Personnel Information File, and consult with tenured members of the Department and with the candidate.
- B. To evaluate professional and personal responsibilities, the members of the Department Personnel Committee shall review the candidate's Personnel Information File, and consult with the tenured members of the Department and with the candidate.

IV. Submission of Completed Professional Information File and Department Personnel Calendar

- A. Second year probationary faculty shall submit the completed Professional Information File to the Chair of the Department on or before the Monday of the eighth week of instruction of the Fall semester.
- B. Third year through sixth year probationary faculty and tenured faculty under consideration for promotion shall submit the completed Professional Information File to the Chair of the Department on or before the fifteenth of January. Should the fifteenth of January fall on a day when the campus is closed, then the completed Professional Information File shall be submitted on the first business day following the fifteenth of January.
- C. No later than 14 days after the first day of instruction of the academic year, the Department Chair shall provide a copy of the current Department Personnel Procedures to all probationary faculty and to all tenured faculty eligible for promotion.
- D. No later than the third week of the academic year, the Department Chair shall notify all probationary faculty and tenured faculty eligible for promotion in writing of the following:
 - 1. Date by which class visits must be completed;
 - 2. Date by which the completed Professional Information File must be submitted.

- V. Addition of Materials to Professional Information File after Submission
 - A. Following its submission, a candidate may add material to the Professional Information File at any time up to the completion of the deliberations at the Department level.
 - B. The candidate shall furnish to the Department Chair and the Department Personnel Committee written notice of any additions made by the candidate to the Professional Information File.