Evaluation of Teaching

*School Dean: Initial or Term-tenure Review*

# Cover Page

## Personnel Information:

|  |  |
| --- | --- |
| Faculty Member Being Evaluated: |  |
| School Dean: |  |

## Course information:

|  |  |
| --- | --- |
| Course Number and Title |  |
| Class location |  |
| Number of students |  |
| Primary course type (online/face to face) |  |
| Pre-observation conference date |  |

## Contents of Dean Evaluation Document:

1. Cover Page
2. Pre-observation Conference Questionnaire
3. School Dean Evaluation Summary Form
4. School Dean Observation Notes

## Observation Protocol:

1. School deans are reminded to conduct a teaching observation for second-year faculty and faculty coming up for term-tenure review by the Office of the Provost.
2. The school dean initiates contact with the faculty member and they identify class periods for the observation.
3. Faculty member sends the following to the dean in a timely way, typically at least two days prior to the pre-observation conference:
   * A Completed Cover Page and Pre-observation Conference Questionnaire (first two pages of the Evaluation of Teaching Document) and emails entire document to the dean.
   * Syllabus and other relevant materials for the class
4. The pre-observation conference is held.
5. The school dean completes two class observations (or equivalent for online courses) and completes the School Dean Observation Notes.
6. After the observations, the school dean uses notes from the Observation Notes form to complete the School Dean Evaluation Summary Form.
7. The School Dean saves this 4-part completed evaluation document (Cover Page, Pre-observation Conference Questionnaire, School Dean Summary Form, and School Dean Observation Notes) as a pdf and submits it to the Office of the Provost via email ([provost@messiah.edu](mailto:provost@messiah.edu)).
8. The Office of the Provost adds the evaluation document to the faculty member’s Evaluation File and sends confirmation of receipt of the completed 4-part evaluation document to both the school dean and to the faculty member. Confirmation includes instructions to the faculty member for where to view the completed evaluation.
9. The school dean offers to hold a post-evaluation conference with the faculty member to discuss the observations.

# Pre-observation Conference Questionnaire

## For the Faculty Member:

Complete the table below prior to the pre-observation conference. The syllabus and additional relevant materials for the class should be provided to the school dean at least two days in advance of the first scheduled classroom observation.

|  |  |
| --- | --- |
| 1. Who are the students (year(s), major(s), etc.)? |  |
| 2. What has been happening in the class to this point? |  |
| 3. What are your goals for the class sessions? |  |
| 4. What teaching and learning activities will you use to meet the goals? |  |
| 5. What will the students have done in preparation for the class? |  |
| 6. In addition to your syllabus, what materials are you sharing with the reviewer? |  |

## For the School Dean:

Were the syllabus and other relevant materials listed in question 6 above shared with you at least two days prior to the first class observation? \_\_\_\_ Yes \_\_\_\_ No

If No, please explain:

# School Dean Evaluation Summary Form

## Instructions:

Using the fields below, please submit an evaluation categorized into the six areas of the Messiah College teaching rubric. Your assessment of instructor strengths and areas of improvement should be supported by empirical evidence from the classroom observations. As you evaluate the teaching in the class sessions you observed, please avoid unsupported sweeping statements (e.g. Professor X is an amazing teacher!) as well as *summative* evaluation language (meritorious, satisfactory, or unsatisfactory), as the summative determination will be made by the Term-tenure and Promotion Committee.

Items left blank on this form indicate that the evaluator did not find relevant positive or negative evidence. Therefore, blanks should be interpreted as “neutral” by all stakeholders. It is the responsibility of the faculty member being evaluated to provide supplemental evidence from other inputs in the writing of her or his self-assessment.

## Content Knowledge

|  |  |
| --- | --- |
| Strengths of *materials* provided (syllabus, etc.) |  |
| Areas for improvement of *materials* provided |  |
| Strengths of *teaching practices* |  |
| Areas for improvement of *teaching practices* |  |

## Faith and Learning

|  |  |
| --- | --- |
| Strengths of *materials* provided (syllabus, etc.) |  |
| Areas for improvement of *materials* provided |  |
| Strengths of *teaching practices* |  |
| Areas for improvement of *teaching practices* |  |

## Inclusive Excellence

|  |  |
| --- | --- |
| Strengths of *materials* provided (syllabus, etc.) |  |
| Areas for improvement of *materials* provided |  |
| Strengths of *teaching practices* |  |
| Areas for improvement of *teaching practices* |  |

## Organizational Supports

|  |  |
| --- | --- |
| Strengths of *materials* provided (syllabus, etc.) |  |
| Areas for improvement of *materials* provided |  |
| Strengths of *teaching practices* |  |
| Areas for improvement of *teaching practices* |  |

## Student Engagement

|  |  |
| --- | --- |
| Strengths of *materials* provided (syllabus, etc.) |  |
| Areas for improvement of *materials* provided |  |
| Strengths of *teaching practices* |  |
| Areas for improvement of *teaching practices* |  |

## Student Learning

|  |  |
| --- | --- |
| Strengths of *materials* provided (syllabus, etc.) |  |
| Areas for improvement of *materials* provided |  |
| Strengths of *teaching practices* |  |
| Areas for improvement of *teaching practices* |  |

# Supplemental: School Dean Observation Notes

## Pre-observation Conference Notes

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| --- |
|  |

School Deans should use this space to record observations and empirical evidence of teaching practices during the class observations. These examples should then be categorized as areas of strength and areas of weakness in teaching practice as well as to support any evaluative statements in the summary form.

## Observation Notes Day 1

|  |  |
| --- | --- |
| Observation Date: |  |

|  |  |
| --- | --- |
| Observations/Evidence  Day 1 | Reviewer Notes (optional)  Day 1 |
|  |  |

## Observation Notes Day 2

|  |  |
| --- | --- |
| Observation Date: |  |

|  |  |
| --- | --- |
| Observations/Evidence  Day 1 | Reviewer Notes (optional)  Day 1 |
|  |  |