

Guideline for Teaching Review

School of Mathematics

The review of the educational activities of the faculty member is divided into three broad categories:

1. *Curricular activities.*

These activities pertain to the direct contact of the faculty with students. These include: classroom instruction; preparation of instructional material and course work; personal interaction with students; examinations and evaluation of students; supervision of graduate students.

The sources of information for this part of the review are:

- (a) Faculty Advisor inspection of course materials such as syllabi, exams, class handouts, together with notes and discussions with faculty,
- (b) Results of student opinion survey (CIOS) (performed separately by the DOTE),
- (c) Faculty Advisor review of lecture by direct observation or video (separate document).

2. *Supercurricular activities.*

These activities pertain to curriculum development. The sources of information are :

- (a) Descriptions provided by the faculty member,
- (b) Faculty Advisor review of related course materials.

3. *Extracurricular activities.*

These are activities, such as development of educational software and writing textbooks, that do not pertain directly to teaching students in a particular course. The sources of information are :

- (a) Descriptions provided by the faculty member,
- (b) Faculty Advisor review of related materials.

The following guideline is divided accordingly.

Please write "Not Applicable" under items that are not applicable in the case being reviewed.

Please attach supporting material as suggested.

Reviewed by:

Date:

Candidate:

Curricular Activities - Organization of Courses

This includes the timing and selection of topics covered in the course. The review should be put into context of what students should learn from the courses, the typical preparation of students in the course, and what other faculty teach in the course. For service courses, comment on the degree to which the instructor covers the expected topics. Please be specific in listing courses and attach the pertinent syllabi.

Reviewed by:

Date:

Candidate:

Curricular Activities - Preparation of Courses

This includes materials prepared for students in courses, such as the course syllabi, and the development of web pages for courses. Comment on courses for which there is no textbook or otherwise require special preparation. Attach relevant samples.

Reviewed by:

Date:

Candidate:

Curricular Activities - Examinations and Course Work

Review the fairness, difficulty, and scope of exams and course work. Please be specific in listing courses. The review should be put into context of what students should learn from the courses, the typical preparation of students in the course, and the course work assigned by other faculty. Please distinguish upper level, lower level, and service courses in the review. Include examples of exams and other course work

Reviewed by:

Date:

Candidate:

Curricular Activities - Grade Policy

Review the grade policies of the faculty member. Please be specific in listing courses and include a sample of grading curves for specific exams along with the exams as well as OSCAR information on the grades given in the courses. Compare the grades to the grades of similar classes taught by other School of Mathematics faculty. Please distinguish upper level, lower level, and service courses in the review.

Reviewed by:

Date:

Candidate:

Curricular Activities - Supervision of Graduate Students

Review the activities of the faculty involving supervision of graduate students. In particular, provide a brief description of the theses written under the supervision of faculty member and list the Ph.D. committees on which the faculty member served.

Supercurricular Activities

Summarize the supercurricular activities of the faculty member. Please be specific in listing courses revised and developed. Place the course(s) in context with the relevant offerings of the School of Mathematics: including history leading to the new course, relation to existing courses, target student population and enrollment. Also briefly describe the work involved in revising or developing the course(s). For each course discussed, include a description of the course written by the faculty member as well as relevant documentation of the course.

Reviewed by:

Date:

Candidate:

Extracurricular Activities

Summarize the extracurricular activities of the faculty member. If possible, place these activities in context with the educational mission of the School of Mathematics. Briefly describe the work involved in the different activities. Include a description of the work written by the faculty member as well as relevant documentation and samples.