

## Teaching Professor Review Guidelines and Criteria; MOU #8

### Overview

As outlined in MOU#8, effective September 1, 2022, Lecturers who reach or have reached their first Continuing Review in their appointment will have the ability to elect consideration for a working title of “Teaching Professor.”

A Lecturer who requests consideration for “Teaching Professor” will still be required to meet all of the review criteria for a Continuing Review as outlined in the School of Music, Theatre & Dance (SMTD) faculty handbook, page 245.

### Criteria

1. Must be a Lecturer II or IV in good standing and are at or have completed their first Continuing Review.
2. Must be able to demonstrate proficiency and/or excellence in the following areas:
  - I. Growth and advancement of the factual, conceptual, and procedural knowledge relevant to the subject areas in which the Lecturer provides instruction;
    - A. What innovations has the Lecturer made to their teaching method over the years?
    - B. How is this growth demonstrated in the Lecturer’s courses and syllabi?
    - C. Does the Lecturer demonstrate the ability for continued growth and innovation in their knowledge of their subject area?
  - II. Evidence that the Lecturer has evaluated and improved methods of instruction and shows a high teaching standard;
    - A. How has the Lecturer’s theoretical approach to pedagogy grown over the course of their time as an instructor?
    - B. How has the Lecturer’s practical application of the delivery of instruction evolved?
    - C. In what ways does the Lecturer demonstrate that they are attentive to pedagogy and are able to express how they evaluate pedagogy in order to continue to improve?
  - III. Inclusive Teaching: How has the Lecturer worked to incorporate into their instruction inclusive teaching methods and what work have they done in the instructional setting to advance the Diversity, Equity, and Inclusion mission of the University;
    - A. How has the Lecturer contributed to the overall teaching mission of the university?
    - B. What steps has the Lecturer taken to advance the university’s DEI mission?
    - C. Can the Lecturer demonstrate how this work has been incorporated into their instruction?
  - IV. Peer Review/Support: Provide one letter of support (not to exceed two pages) from a peer demonstrating that the Lecturer meets one or more of the selection criteria;
  - V. The Lecturer may provide additional support in the following areas:
    - A. Demonstrated scholarly or creative work within their field and positioned themselves both internally and externally as having a heightened status within

- their field.
- B. Participation in activities or programs to advance the mission of the university, support their unit, or improve the culture of the learning environment.
  - C. Participation in curriculum development.
  - D. Improvement, growth, or advancement in their administrative or service duties if such duties are a part of their appointment.

## Procedure

For Lecturers undergoing their first Continuing Review:

1. A Lecturer will receive a notice of their upcoming Continuing Review; the Lecturer will have five (5) business days to request, in writing, consideration for the 'Teaching Professor' title.
2. Materials meeting the above stated criteria for the new title must be received by the deadline date which will be indicated in the notice of Continuing Review.
3. Materials will be reviewed by the SMTD Executive Committee.
4. The School will submit recommendations to the Provost for final approval, by the end of October each year.
5. If approved, the Lecturer will be awarded the title of 'Teaching Professor' effective September 1st of the following academic year.
6. Lecturers will be notified of the outcome no later than March 31st of the academic year in which they are reviewed.

The following procedure is for Lecturers who have completed at least one Continuing Review prior to the implementation of MOU#8. SMTD will follow MOU#8, Section C.4 as it relates to notice date, implementation and outcome date notice for those that have passed a Continuing Review.

1. For consideration of the working title "Teaching Professor", Lecturers must indicate their intent to submit materials by August 1, 2022;
2. The Lecturer will be informed of the due date to which materials should be received by August 19, 2022.
3. Materials will be reviewed by the SMTD Executive Committee (EC).
4. Following a successful review by the SMTD EC, the School will recommend a title change to "Teaching Professor", which requires final approval from the Provost.
5. During the implementation year, the Lecturer will be notified of the outcome no later than June 30, 2023. Following the implementation year, the Lecturer will be notified of the outcome no later than March 31st of the academic year in which they are reviewed.

