

September 27, 2004

Dear Jim:

Your CFS committee consists of Mark Bennion, Robert Bird, and Greg Hazard. This committee extends for 1-1/2 years.

This letter gives the second-phase of the pre-CFS process specific direction. Three main areas assist the administration in granting CFS:

- Student evaluations of course and teacher
- CFS committee observations and evaluations
- CFS candidate's portfolio

Student Evaluations

The department will administer student evaluations for CFS students each semester and summer block for each class.

CFS Committee Observations and Evaluations

Each candidate's CFS committee member will review the candidate's course syllabi, observe the candidate in a classroom-teaching situation each semester, and write an evaluation based on those observations. A copy of the written evaluation goes to the candidate and one to the department chair.

CFS Committee Assessment Meetings

The CFS committee will meet each of the three semesters to assess the candidate's teaching performance and to make recommendations.

CFS Candidate's Portfolio

The CFS candidate will submit a portfolio to the CFS committee, department chair, and college dean. While preparing the portfolio, the candidate should make conscious decisions regarding this specific rhetorical situation: who is the audience? what is the purpose of this portfolio (to impress, demonstrate, represent, validate, confirm, communicate)? what is the ideal medium for this portfolio?

Deadlines

- September-October/January-February/summer block/September-October—class room observations and evaluations
- November 1—CFS committee meeting
- March 1—CFS assessment meeting, interview with department chair
- March 15—Interview with department chair—Submit portfolio draft
- March 30—Assessment interview with college dean and submit portfolio
- November 1—CFS assessment meeting
- November 15—Assessment interviews with department chair and college dean

Resources

Enclosed are four handouts providing additional direction.

- Pre-CFS Faculty Evaluation Program Checklist
- Classroom Observation: Guidelines for Colleague Evaluation
- Rethinking Criteria for Excellent Teaching
- Teaching Materials and Procedures Appraisal

Please let me know how I can help you during this significant period of your CFS process.

Take care,

Rodney D. Keller
Dean of Language and Letters